Testing Rules of the Disability Services Office

1. All exams are the property of the class professor/instructor. Exams are to be written at the same time as the class writes it unless the student’s class schedule prohibits doing so. Exams written any other day than the scheduled day must be pre-approved by your professor and are subject to the availability of a testing room.

2. Exams are to be started on time. If your class is writing the exam at 9:00 a.m. for instance, you must also begin your exam at 9:00 a.m. You are not allowed extra study time before your exam. You may review something in your notes if you arrive early but all exams must be started on time.

3. Students must sign up with the Disability Services Office prior to writing their exams.

4. Exams that require only a quiet room and extended time require a minimum of 24 hours advance notice.

5. Exams that require a reader or scribe require a minimum of 3 days advance notice.

6. No textbooks, calculators, notes, etc. are allowed in the testing rooms without written notice by the instructor.

7. Books, backpacks, CD players, walkmans, cell phones, etc. are not allowed in the testing rooms.

8. Students may not leave the testing area once they have started their exam.

9. Students who are exhibiting loud, disrespectful behavior, abusive or vulgar language will be asked to leave the area.

10. Students who are exhibiting loud, disrespectful behavior, abusive or vulgar language will be asked to leave the area.

11. Exam proctors may not assist you with your exams other than providing the accommodation.

12. Faculty may choose to supervise their exams, but must adhere to the accommodation granted.

13. Faculty may choose to give their exams orally to visual and mobility impaired students.