

Office for Student Services
Disability Support Service

*Note to Faculty: This form contains vital proctoring information for student testing. Please complete and return to Director of Student Success, along with the test, **at least 24 hours prior to the testing date**. If you have any questions, contact the Office of Student Services.*

FACULTY SECTION, please fill in

Student _____ Course _____

Faculty _____ Office Phone _____

Scheduled Date of Test _____ Day of Week _____ Time _____

How much time is your class given to take the test? _____

Record Dates & Times of each Test on the back of this form.

Materials permitted in testing room:

___ None ___ Open Book ___ Dictionary ___ Computer ___ Notes ___ Calculator

___ Blank paper ___ Other: _____

The test will be given on the same day and end at the same time as the classroom testing unless authorized by the Instructor.

Instructor's authorization to test at a different time _____

Date: _____ Time _____

The test will be returned to the instructor's ___ mailbox ___ office

Instructor Signature: _____ Date _____

STUDENT SECTION please fill in

Student Name _____ Phone number _____

Contact e-mail _____

It is the responsibility of the student to provide the documentation, from a qualified source, as specified in the Student Handbook, for accommodations to the Office for Student Services in order to receive any accommodations. It is also the student's responsibility to provide instructors with the memo of accommodations written by the Director of Student Success.

Student's Signature _____

Please record test date and time information here:

Date of Test	Test # Or Name	Time of Test for this Student	Class Time (# of minutes for test)
_____	1	_____	_____
_____	2	_____	_____
_____	3	_____	_____
_____	4	_____	_____
_____	5	_____	_____
_____	ATI	_____	_____
_____	FINAL	_____	_____
_____	OTHER	_____	_____
_____		_____	_____

Please include all tests given during the semester INCLUDING Final Exam and the ATI Test, if there is one, for your class.

Agreement for Using Proctoring Services

Bon Secours Memorial School of Nursing students who use the test proctoring services of Disability Support enter into this agreement to ensure the quality and continuation of those services.

Students agree to:

- **Keep all test contents and materials confidential**
- **Complete the test at one sitting**
- **Use only those materials noted by the instructor on the Test Accommodations form submitted at least 3 business days prior to testing.**
 - All other items such as cell phones, blackberries, iPods, backpacks, books, etc. must be left with testing staff during testing.
- **Schedule tests during the same day and time the rest of the class is testing.**
 - Alternative arrangements may be made if the class meets outside of the Student Services operating hours or extenuating circumstances occur. Alternate arrangements are made on an individualized case-by-case determination.
- **Appear at the scheduled start time.**
 - The total testing time will be calculated from the scheduled start time. For example, a test is scheduled to begin at 12:00 noon, with one and a half hours for testing. Testing will be stopped at 1:30 pm, even if you show up to start the test at 1:00 pm.
- **Schedule tests a minimum of 2 days in advance.**
- **If you are more than one hour late for a scheduled test, the test will be returned to the instructor.**
- **Test rescheduling is not permitted without written or verbal permission given by the instructor directly to the Office for Student Services.**

If you have any questions about services, or your rights and responsibilities under this agreement, contact the Director of Student Success.

Student Signature _____ Date _____