



Access and Disability Support Services

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Test Proctoring Agreement

Students shall agree to the following terms in order to receive their testing accommodations in the Academic Resource Center. This agreement will only need to be signed once. By signing below, I am indicating that I have read and understand the following:

1. **Scheduling in Advance:** In order to guarantee testing services, all exams must be scheduled a minimum of two (2) school days in advance of test day.
2. **Test Proctoring Forms:** Completed Test Scheduling Forms can be dropped off in person to Memorial 325, or you can take a picture and e-mail it to chapmam@whitman.edu.
3. **Time of Exam:** Testing hours are typically 8:00 AM—5:00 PM. Testing should be scheduled for the same time your class tests, unless approved by your instructor.
4. **Grace Period:** Students are allowed a 15-minute grace period to begin their exam. Students arriving after the 15-minute grace period will have that additional amount of time deducted from their allowed duration.
5. **Cancellation or Rescheduling:** Student will notify the Academic Resource Center if a test is cancelled or rescheduled.
6. **Items in Testing Rooms:** Students will be allowed to take only items specifically indicated by the instructor into the testing room. Cell phones and smart watches are not allowed. You are allowed water/drinks and reasonable small snacks (please avoid noisy, fragrant, or allergen-containing foods).
7. **Personal Items:** The ARC accepts no responsibility for personal items during testing. We do not have cubbies or locking cabinets, so please secure your items when storing them in the office.
8. **Breaks:** Your testing time continues to be counted during breaks (bathroom, mental, or otherwise), unless you have accommodations for "stop the clock" testing.
9. **Exam Monitoring:** Testing rooms are monitored by staff, and video surveillance.
10. **Whitman College Code of Conduct:** Students testing in the ARC are subject to the student codes of conduct set forth by the college. Any suspected acts of academic

dishonesty will result in testing being stopped and the test sent to the instructor.

I have reviewed the procedures above, and understand their purpose and my role in making the test accommodation process an effective one. By signing this agreement, I agree to abide by Whitman College's high standard of academic honesty and integrity. I understand that failure to comply with any of the above items could result in the loss of services and/or disciplinary action by the College.

Print Name

WID

Student Signature

Date

ARC Staff Signature

Date