

Office for Students with Disabilities
Test Proctoring Contract

In order for students to receive OSD test proctoring services they must agree to, and comply with, the following:

- Students caught cheating, using a cell phone, or violating their instructor's testing protocols when taking an exam are in violation of the Academic Honesty Policy and will be reported to the Vice President of Student Services for disciplinary action.
 - Test Proctoring rooms are monitored and recorded on digital cameras.
 - Leaving the test area during an exam is not permitted.
 - Food and drink are not allowed in the Test Proctoring Center, except for water.
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- Pick up a Test Accommodation form at least 7 days prior to an upcoming exam to give you and your instructor enough time to work out testing details. A request that is less than 7 days may result in an instructor not being able to accommodate your needs.
 - Reserve your place (date and time) in the Test Proctoring Center prior to your exam.

I have read and understand and agree to abide by this OSD Test Proctoring Contract.

Print Name

Signature

Date

Palmdale Center Test Proctoring Guidelines

- Provide OSD Program Eligibility Verification form to Palmdale staff at the Learning Center/Student Services prior to your exam. (note: this is only done once)
- Give Test Accommodation Request form to your instructor at least 7 days prior to your upcoming exam.
- Your instructor will drop off their exam and the Test Accommodation Request form to Palmdale staff at the Learning Center/Student Services.
- Meet with Palmdale staff at the Learning Center/Student Services to schedule when to take your exam after discussion with your instructor.

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