

## **Office of Services for Students with Disabilities (OSSD) Test Proctoring Agreement**

### **Purpose of Proctoring Center:**

It is preferable that faculty provide testing accommodations. However, this is not always possible due to scheduling conflicts and other various issues. The purpose of the OSSD Proctoring Center is to support faculty with providing testing accommodations for students with disabilities.

### **Scheduling Protocol:**

1. A student will initiate the scheduling process by submitting a request online at <http://www.wcupa.edu/USSSS/OSSD/ProctoringForm/StudentRequestLogin.aspx> *at least one week in advance*. The student must specifically request any assistive services and/or technology needed to complete the exam. The student's request will be forwarded to his/her professor.
2. The professor will complete the online form at <http://www.wcupa.edu/USSSS/OSSD/ProctoringForm/FacultyLogin.aspx>.
3. Once the online form is complete, confirmation emails will be sent to the student, professor, and OSSD staff.

### **Proctoring Center Guidelines:**

1. Students must arrive for their scheduled exam on the date and time state in the confirmation email. The end time of the exam is fixed and will not be adjusted for tardiness. If a student is more than 20 minutes late, the exam will not be administered without written authorization from the instructor.
2. Exams must be administered on the day and time specified by the professor. Written authorization to take the exam at a later date and/or time from an instructor is the only authorized way to reschedule an exam. OSSD cannot determine the rescheduling of exams.
3. Once a student begins an exam, he/she must complete the exam within the predetermined time frame without leaving the room.
4. West Chester University's Code of Conduct is in effect at OSSD. OSSD staff reserves the right to monitor student activity at all times during test administration.
5. Food and drink must be examined by OSSD staff and is not allowed near electronic equipment.
6. All personal items must be checked in by OSSD staff prior to the start of the exam. Electronic devices must be turned off. Staff will monitor these items during the examination period. Complete security is not guaranteed.

By signing this document, I acknowledge that I have read the above proctoring procedures and agree to adhere to them.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_