

Office of Institutional Equity and Compliance**Testing Center Acknowledgement and Agreement Form**

The Office of Institutional Equity and Compliance (OIE) and Student Accessibility Services (SAS) provide accommodations to qualified individuals with disabilities who need testing related accommodations for exams, quizzes, and in-class timed assignments. The OIE/SAS Testing Center is available for students scheduling Mondays through Fridays, with tests beginning at 8 am through 2:30 pm. The OIE/SAS Testing Center is located in the Early Childhood Research Center. All belongings are stored within lockers and tests are monitored by cameras and a proctor.

As a student of UMES, you are expected to follow all UMES policies and procedures. This Test Center Agreement form is three pages. The first page outlines our testing procedures. The second page is our Testing Center Academic Honesty and Integrity Guidelines. The third page is the signature page, indicating you have read, understand, and agree to the procedures and guidelines. By initialing and signing this form, you are stating you understand and accept the following guidelines:

Before the test:

- _____ Review and sign all testing guideline materials provided by OIE/SAS.
- _____ Conduct themselves professionally and treat all campus community members (staff, faculty, other students) with respect.
- _____ Meet with their faculty following the notification of accommodations to faculty to discuss the implementation of accommodations.
- _____ Communicate with professors the intent to use approved testing accommodations and discuss testing details at least 3 business days in advance.
- _____ Follow up with professors to ensure OIE/SAS receives necessary testing materials.
- _____ Schedule exams with OIE/SAS at least 3 business days in advance. Exams must be scheduled for class time or another time that is no later than 72 hours after the original exam. See the "Other Procedures" section on page two regarding rescheduling procedures.

During the test:

- _____ Arrive on time and confirm at check-in that all testing details are correct (exam, instructions).
- _____ Leave all personal items in the testing room lockers (bags, cell phones, computers, smart watches, tablets, headphones, earbuds, coats, drinks, food, etc) and bring only materials authorized by the professor to the testing space.
- _____ Notify the proctor immediately if there is a problem with the exam (technical issue, errors).
- _____ Notify the proctor if they need to use the restroom and leave all materials at their designated desk.
- _____ Monitor their time so that exams are turned in and all borrowed OIE/SAS supplies to the proctor before the calculated time has expired.

Other Procedures:

- _____ If a student does not take a test at the scheduled/approved date and time, the following guidelines will be followed:
1. Before the close of business on the day of your scheduled test, an email will be sent to you and your instructor.
 2. The student is expected to respond to SAS and the faculty, within 24 hours that details the plan to take the missed test.
 3. If we do not receive the plan in writing within 24 hours, a second email will be sent to the student and faculty.
 4. After the 72-hour window, the exam will be returned to the faculty. The student will only be eligible to make up the missed test after 72 hours with permission from your instructor. A third email will be sent to notify the student of that action.

_____ The OIE/SAS Test Center may only sometimes be able to accommodate someone walking in without scheduling, due to space or staffing. It is the right of the OIE/SAS Staff to ask a student to reschedule a time to come back to take their test.

Testing Center Academic Honesty & Integrity Statement

Academic honesty and integrity lie at the heart of any educational enterprise. UMES is committed to academic honesty and integrity, ensuring these values are reflected in students, faculty, and staff behaviors. As a student at UMES, I agree to follow all UMES policies and procedures, including those surrounding academic integrity. I agree to not engage in any conduct that could be considered academic dishonesty; including, but not limited to:

- _____ Using any computer, handheld, wrist, or other device or technology during an exam, beyond those authorized by the professor or my approved accommodations.
- _____ Using any other materials or instructions beyond those provided/authorized by the professor or my approved accommodations including but not limited to any paper notes, scratch work, textbooks, novels, equation or code sheets, clothing, or any other surface.
- _____ Using bathroom breaks with the intent and purpose of engaging in academic dishonesty.
- _____ Using other students, friends, family, or any other individual to engage in academic dishonesty; including having others assist with or take the exam for you.
- _____ Using any other technology-based method to engage in academic dishonesty.
- _____ Using more than the allotted time granted.
- _____ Giving answers, questions, or testing materials to other students at any time, including before, after or during the exam, unless instructed by the professor.
- _____ Taking or receiving answers, questions, or testing materials from other students at any time, including before, during, and after the exam, unless instructed by the professor.
- _____ Requesting to have access to testing materials after they have been returned to a proctor.

If a student feels that they cannot abide by one or more of these due to their needs in connection with their qualifying disability, please be sure to schedule a meeting with a representative from our SAS so that we can explore this and generate options.

If any of the above procedures are not abided by, the proctor will provide one warning notice to a student. If the behavior/issue continues, the student will be asked to leave the Testing Center.

Any observations of academic dishonesty will not be provided with a warning but will result in being dismissed from the Testing Center. Should a student engage in any academic dishonesty-related behaviors, or any other conduct perceived by the proctor as possible acts of academic dishonesty or cheating, my professor will be notified to determine the next steps.

I hereby acknowledge that I have read, understand, and agree to follow the guidelines surrounding the OIE/SAS Testing Center and the Academic Honesty and Integrity Statement.

Name (Printed): _____

ID #: _____

Signature: _____

Date: _____