



Disability Services for Students

Division of Student Affairs and Enrollment Management

1801 East Cotati Avenue
Rohnert Park, CA 94928

(707)664-2677 Fax: (707)664-3330 TDD: (707) 664-2958

www.sonoma.edu/sas/dss

Test Room Guidelines – Student Agreement

Instructor Guidelines:

1. **Instructors should provide students with a separate room when indicated.** Students should communicate with you to agree upon an acceptable testing location, such as the DSS Testing Room, faculty office, etc.
2. The instructor should inform DSS about the amount of time allowed and specific instructions regarding any allowable aids (e.g., calculator, notes, open-book, etc.) that can be utilized during the exam. This information can be provided on the blue *DSS Faculty Examination Instruction form*.
3. DSS business hours are 9:00 – 4:00 M-F. Students must make arrangements with their instructors regarding taking exams, picking up/returning exams outside of these hours.

Student Guidelines:

4. DSS students are responsible for arranging for classroom accommodations directly with their instructors.
5. If a DSS Testing Room will be utilized, **the student** must schedule their exams well in advance to make sure space is reserved. The Testing Rooms are limited and are reserved on a first-come first-served basis. It is recommended that the student schedule all of their exams, including finals, when test dates are known.
6. **Confirm with your instructor how the exam will arrive at the DSS office and how it should be returned prior to every exam.**
7. The student is responsible for notifying both the DSS office AND the instructor of any potential scheduling changes for any/all exams scheduled through the DSS office (e.g., if sick and not able to attend). Please cancel your room reservation if you know you no longer need the room.
8. **If a student is sick and misses their exam time at DSS, the student must provide DSS with faculty approval for taking the exam on an alternative day/time.**
9. If a student does not appear for the exam at the appointed day/time, the exam will be returned to the faculty member who will decide whether or not to allow a re-test.

Proctored Exams Student Responsibilities

Scheduling:

- It is suggested that you schedule all your exams, including your finals, as soon as you know the dates to ensure that a testing space is available.
- Prior to every exam, confirm with your instructor how the exam will arrive at the DSS office and how it should be returned.

When to arrive:

- Contact the DSS office to identify the classroom assigned for the proctored exam prior to the exam date.
- Arrive at the classroom **10 minutes** before the exam starts. It is the responsibility of the student to be on time for the exam. The proctored exam will begin on time unless the student has made prior arrangements with DSS to accommodate a conflict. If a student is late and has not made prior arrangements, s/he will relinquish late time off the total exam time.

What to bring to the classroom:

- Bring your own Blue Book, Scantron, pencil, etc. per your instructor.
- Confirm your identify by providing your SSU ID card.
- Confirm the course name, instructor name, accommodations, and length of exam with the proctor.
- Backpacks, coats, purses, notebooks, cell phones, CD or tape players, etc. must be left outside or at the front of the testing room. Student may only use items approved by the instructor.

What to do at the classroom:

- Sign the **Testing Check-In** form at the beginning and end of your exam.
- I understand that I may only ask the proctor questions related to test-taking procedures and not test content.
- Students may not leave the testing room unless **absolutely** necessary. If you must use the restroom, you must leave all your belongings and all testing materials in the office/room, sign out and then sign in when you return. This information will be passed on to the instructor. Instructor policies may override this guideline. Students should not plan on leaving the test room.
- Additional test time is not added after a break.
- Noise must be kept to a minimum. Many students have attention/ concentration issues and receive distraction-reduced testing environment as an accommodation.

Academic Honesty:

“I acknowledge that I am expected to be honest in meeting the requirements of the courses in which I am enrolled. I also acknowledge that DSS staff will be monitoring my activities during the examination and that any inappropriate behavior as defined by the SSU Cheating and Plagiarism Policy will be reported to the appropriate faculty member immediately.”

Student Name

Date

DSS Staff

Date