Faculty Member please note: Unless there is an emergency, the student will not be allowed to leave the Advising Center once s/he begins the test without the professor’s written permission on this form. Also, the student may not use her/his own lap top or disc for testing unless indicated below.

SIX Guidelines for Test Administration (to be completed by faculty member)

I. Students are not generally allowed to leave once testing has begun. Do you wish to alter this procedure for this test?

Bathroom Break (Circle one)       Yes      No                  Other: ______________________________________

II. How will Disabilities Services will receive the exam?

Instructor will deliver it to Duke108
The student will bring it with him/her
(In a sealed envelope if you choose.)
Other_________________________________________

III. What materials may the student use? (Please initial)

a. none ________   b. book ______

c. notes ________   d. Blue Book ______

e. word processor _____  f. moodle _____

g. internet access _____  h. other: ________________

i. calculator – simple or programmable _____________

IV. How do you want the test returned to you? (We do not use campus mail and we do not recommend having the student slide the completed test under your door.)

a. The professor will pick it up in Duke 108. ______

b. The student will return it to the professor in a sealed envelope. _____

V. CIRCLE your preferred contact method below if there are questions during the testing period:

Elon Email   Cell Phone (list number)______________ Office Ext. _________ Other:________________________

VI. What is the total time your students will have to take this test in class?

70 min. (MWF)  100 min. (TTH/MW)  other:_____________________________

Final Exam (class is allowed)  3 hours or other: ______________________

Professor's signature:_________________________________________ Date:_____________________________________

On my honor, I will abide by (or have abided by) the Elon University Honor Code.

Student signature:______________________________________________

See back for testing guidelines
Scheduling a test

• Students should make appointments 3 days in advance of test with both Disabilities Services & your professor if at all possible. **Last minute testing arrangements are at the discretion of your professor and can be refused.**
• Check with your professor as to how the exam will be delivered to the testing center.
• Students are expected to take the test during the normal class period unless there are back to back classes. We will work with you to make a testing time on the same day of your test with the approval of your professor.
• With students having evening classes: Since our office normally closes at 5:00, we will work with you to begin your test earlier if at all possible.

Software needs

• If specific software or equipment is needed for testing, please check with us weeks in advance to make sure we can accommodate your request. We currently have the following software loaded on our computers: JAWS, ZoomText, Mathematica, Dragon, IBM SPSS, SAS and Office 2010.

Protocols while testing

• We do not allow hats or heavy coats inside the testing room.
• **Possession of unauthorized material is an honor code violation, even if you do not intend to use it.** Cell phones, smart watches, electronic devices, flash drives, notes, unauthorized calculators or other material are not allowed in the testing room and should be left in your bookbag unless approved by your professor.
• Bathroom breaks must be pre-approved by your professor and permission received from proctor before leaving the center.

Tardiness

• If a student arrives 15 minutes late for a scheduled exam, the DS Office may not administer the exam. If you begin your exam late (up to 15 minutes), the number of minutes may be deducted from the time allotted for the exam.