

Disability Resources and Services (DRS) Test Proctoring Agreement

Scheduling Exams

- 1) Completed Test Administration Forms (Blue Forms) must be submitted to DRS staff prior to the start of your scheduled exam. The responsibility for submitting the administration form lies solely on the student; DRS **cannot** administer an exam without this information from the instructor.
- 2) You must schedule your exam three days in advance. You must specifically request any adaptive technology you might need to complete your exam at this time. Appointments for exam-taking services can be made in person at the DRS office, by E-mail DRS@temple.edu or by simply calling 215-204-1280. *Note that students without a scheduled appointment may not be accommodated.*
- 3) Regularly scheduled hours for testing begin at 8:30 AM and conclude at 5:00 PM. However, if a specific test requires extension beyond these hours, PRIOR agreement (5 days) with DRS staff is needed. *Note that students who are available to take an exam during daytime hours, within the above-mentioned parameters, are expected to do so.*

_____ **Please initial**

Exam Guidelines

- 1) Students must arrive for their scheduled exam on the date and time agreed upon with the instructor and listed on the administration form. If a student is more than 20-minutes late, the exam will not be administered without written authorization from an instructor.
- 2) Exams must be administered on the same day and same time as the rest of the class. Written authorization to take the exam at a later date and/or time from an instructor is the only way to reschedule an exam. DRS cannot determine the rescheduling of exams.
- 3) Once a student begins an exam, he/she must complete the exam within one sitting within the predetermined time frame.
- 4) Temple University Code of Conduct is in effect at DRS. DRS staff reserves the right to monitor student activity at all times during test administration. Video cameras are used in testing rooms.
- 5) Food and drink, although permitted, must be examined by DRS staff and is not allowed near electronic equipment.
- 6) All outerwear, media, and communication items (i.e., jackets, hats, handbags, cell phones, iPods, walkmans, etc.) must be checked in by DRS staff prior the start of an exam. Staff will monitor these items during the examination period, however, complete security is not guaranteed.

_____ **Please initial**

Print Student Name

Date

Student Signature

DRS Staff

Date