



Disability Services Office

Testing Accommodations Agreement

*I understand that as a student using testing accommodations through the Disability Services Office (DSO), my responsibilities for **each** examination are:*

- Schedule myself to take the exam using the online booking site one week prior to the exam at which time the DSO will contact the professor to complete the process and confirm all details provided by the student.
- **To notify DSO of any changes regarding the scheduled examination. DSO will confirm any changes with the instructor.**
- To notify DSO if I will be late or unable to take the scheduled examination. **Please note that makeup exams will only be given with the permission of the instructor.**
- To follow the procedures for testing accommodations in order to ensure the integrity of the examination and testing accommodations.

I also understand that:

- The Disability Services Office is fully committed to upholding the university's policy on academic integrity (see Academic Code of Conduct, page 19 Centenary University Catalog). **Cheating or any other form of academic dishonesty is prohibited.** When a student is caught cheating while taking an examination with the Disability Services Office, the exam will be stopped and a detailed report of the incident will be provided to the instructor.
- I may not use a cell phone during the exam; I may have only pre-approved items in the testing area; I may not leave the testing area for any reason during the exam without permission; I may not talk or socialize during the exam.
- I must arrive at DSO at the scheduled exam time. Unexcused lateness will result in a deduction from my extended time.

TO BE COMPLETED BY THE STUDENT

I have read this Testing Accommodations Agreement and fully understand what my responsibilities are for each examination. Furthermore, I also agree to uphold Centenary University's policy on academic integrity.

Name of Student (Please print)

Signature of Student

Date

8.22.2017