

## TEST CONTRACT

MMC: GC 190

EMAIL: drcexams@fiu.edu PHONE: 305-348-3532 FAX: 305-348-3850

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### Student Information:

Name: \_\_\_\_\_ Panther ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### Testing Agreement:

*Please initial each item below:*

\_\_\_\_\_ (1) I will advise my professor in advance that I will be using test accommodations from the DRC. If I cannot keep my appointment, I will contact the professor and the Disability Resource Center to reschedule as soon as possible.

\_\_\_\_\_ (2) I agree to arrive at least 10 minutes before my scheduled test time. If I arrive late, I understand that my test might need to be rescheduled to another day within the business hours noted below.

\_\_\_\_\_ (3) I will submit the Exam Proctor Form(s) to schedule exams at least 5 business days prior to the exam date being requested. This will ensure that DRC has sufficient time to request documentation from my professor as well as plan room arrangements.

\_\_\_\_\_ (4) I agree to the specific dates and times that my professor allows for my exams. Although DRC will try to schedule exams during the times the rest of the class is taking the exam, exam dates and times requested by the professor are dependent on the hours of the testing facility in which the test will be taken. Please refer to the DRC or University Testing Center's website for specific hours.

\_\_\_\_\_ (5) I understand that I will not be able to use phones, smart watches, electronics, books, notes, calculators, or any other items unless otherwise specified by the professor on the Exam Proctor Form.

\_\_\_\_\_ (6) I acknowledge the testing room will be under video surveillance and any activity that is not permitted may be recorded and shown to the professor.

\_\_\_\_\_ (7) My test time is not for phone calls, socializing, studying, or campus errands. I understand that if I leave the test area once the exam has begun, my exam must be returned to the professor and further action will be taken.

\_\_\_\_\_ (8) I understand that bathroom breaks must be kept under 15 minutes and will be logged by the Exam Proctor. If a bathroom break takes longer than the time allowed, an investigation will be conducted and the bathroom log may be provided to the professor for review.

\_\_\_\_\_ (9) I understand that there may be more than one student in the testing room. My Proctor's job is to maintain and ensure test security and academic integrity. The Proctor's job is not to assist with interpreting test questions, defining words, or solving problems.

**If issues/concerns arise, I will notify the Exam Proctor immediately and not wait upon completion of exam.**

**I have read and agreed to the terms of the testing conditions.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_