# Test Etiquette for Students/Readers/Proctors Form

These guidelines are to be followed by all individuals involved with the academic accommodated testing process i.e. students and residents who receive testing accommodations via the Equal Opportunity Office and for the proctors and readers who assist them. It applies whether or not the testing is by paper and pencil or electronic and whether or not the location is in the EOO, another location arranged by the EOO or the Dykes Library Testing Center and related rooms associated with the Testing Center.

- Please arrive 5 to 10 minutes before exams are scheduled to begin. Although unpredictable, allow time to park and arrive at the designated location.

- **If taking an exam before the other students in the course, you are not to discuss any part of the exam, including test questions or answers, with other students.**

- Exams are to be completed and handed in, if a paper version is involved, at the end of the student's allotted time. Unless a part of the approved accommodation, no additional time is allowed for checking over answers, transferring answers onto answer sheet, etc.

- EOO verification of faculty approval to keep the physical copy of an exam must be obtained before a student can keep the exam.

- All personal items, such as book bags, backpacks, purses, etc are to be left either in the possession of the reader/proctor or outside the testing room.

- No assistance will be provided to the student by the reader/proctor in the exam taking e.g. no clarifying or interpreting of test questions, no defining words or phrases. If assistance is needed, EOO staff are to be notified and will contact the appropriate faculty member. Any exceptions to this are to be discussed with the EO/Disability Specialist.

- All electronic devices, such as <u>cell phones and pagers</u>, are to be <u>turned off during testing.</u>

- Prior approval of calculator use during testing must be obtained.

- One professor provides calculators to be used on his exams. These calculators are to be used, not personal calculators.

- Know, or have available, your Student ID # and your Grading ID #. Write these numbers on answer sheets and related materials whenever they are requested.

_____

Signature of student/resident/proctor Date signed

Please make a copy of this form for yourself and return the original signed copy to:
Carol Wagner, EO/Disability Specialist
Office of Compliance/EOO
1054 Wescoe
Mail Stop 2014
University of Kansas Medical Center
3901 Rainbow Blvd.
Kansas City, KS 66160