Testing Agreement

# Introduction

Thank you for following the process to request use of the Testing Center. Before moving forward, please review the guidelines of use below:

* The Testing Center is only for undergraduate students with testing accommodations through Access Services.
* Faculty are responsible for facilitating accommodations using the Testing Center. Students should not be making requests on their own.
* Requests for the Testing Center must be made at least three (3) weeks before the date of the exam.
* Exams must be emailed to testingcenter@brynmawr.edu or delivered to the Administrative Assistant in Student Success in Guild Hall at least one (1) week before the date of the exam (in the appropriate format).
* The Testing Center uses staff from across the College as proctors. You should be aware that any employee of the College with the training could be facilitating your exam.
* Given its location and travel time for students, the Testing Center may only be used for in-class exams that take the entire duration of the class.
* Use this form to request space for multiple exams within the same class if the Testing Agreement doesn't change between exams (e.g., students are allowed a calculator on all exams). If the exam instructions will change, you should submit multiple forms.
* Testing Center spaces are booked on a first come, first served basis. If the Testing Center is already booked for the time of your request, you will be informed via email.
By clicking the "next" button below, you are acknowledging that you have read and understand these guidelines.

# Agreement Questions

* Please enter your name:
* Please enter your email:
* Please enter the department name and course number for which you are requesting use of the Testing Center:
* Please enter the date(s) that you are requesting use of the Testing Center:
* Please enter the Start Time of the exam for each of the date(s) above:
* Please enter the duration of the exam in minutes. Note: this should be the amount of time you allow ANY student to have on the exam, not how long the exam is designed to take.
* Please indicate the standard format of your exam for all students:
	+ On paper
	+ Online using the student's own device (please describe)
* Please indicate how you will deliver the exam to the Testing Center. Note: regardless of delivery method, all exams must be delivered one (1) week in advance of the exam in order to be facilitated by the Testing Center.
	+ The exam is online, I will not need to deliver it. NOTE: I will make sure all accommodated students' time limits are changed appropriately.
	+ I will deliver the exams to the Testing Center staff at least one (1) week in advance of the exam. Exams may be emailed to testingcenter@brynmawr.edu or brought to Guild Hall. NOTE: if the student's accommodation necessitates taking the exam on a computer, a digital version must be provided.
* Do you answer student questions and/or provide clarification during the exam?
	+ No, I do not answer questions during the exam.
	+ Yes, I answer student questions. I will be available for questions from students with accommodations. Please list your office extension, email address, and cell phone number. Use an asterisk (\*) to indicate your preferred method of contact (e.g., x7516, jtimmerman@brynmawr.edu\*)
* Do you monitor your students during the exam?
	+ No, I am not in the room and/or am not looking at the students
	+ Yes, I am watching the students take the exam
	+ Sort of, I’ll explain:
* All students are allowed the following during the exam:
	+ 4-function calculator
	+ Graphing calculator
	+ Scrap paper (collected with exam)
	+ Textbooks or other assigned readings
	+ Their notes (unlimited)
	+ Their notes (limited, please describe):

Clicking the button below will submit your Testing Agreement. Please review your answers before submitting. Upon receipt of your Testing Agreement, we will review the availability of the Testing Center for your requested date(s) and get back to you as soon as possible about whether we are able to accommodate your exam(s). You should expect to hear from us within 5 business days.