

TEST PROCTORING CONTRACT

1. **No student is ever given UNLIMITED TIME** to take any test. Students will have either 50% more time or 100% more time depending on the disability.
2. Do **not bring children** to Special Services on test days.
3. **Evening tests** need to be taken during Special Services office hours with instructor's permission.
4. **Notify** the Special Services Office AT LEAST 3 DAYS BEFORE ANY TEST.
5. **Confirm testing appointments** with the Special Services office the day before a test.
6. **Remind each instructor** of any upcoming test during the class meeting immediately before each test (instructors sometimes forget).
7. **Notes, books, calculators, etc. are not permitted** when taking tests except as allowed by instructors,
8. **Cell phones, electronic devices, backpacks, or purses are not permitted** in the test-taking room.
9. **Food or beverages are not allowed**, unless required by nature of the student's disability.
10. **Bring all the materials** needed including pencils, pens, and Scantron forms. Special Services will **NOT** provide any of these materials.
11. Students must **start and finish each test in the same session**. Students will NOT be able to start a test, leave, and come back to finish the test.
12. Students must **take each test ON OR BEFORE THE DAY AND TIME THE REST OF THE CLASS TAKES THE TEST**. It is each student's responsibility to be on time for your scheduled appointment. Students who are late, will lose that amount of time from their scheduled test time. Any test not taken on or before the rest of the class will be sent back to the instructor the same day.
13. **Restroom breaks** are permissible, but are limited to three (3) minutes and students must use the restroom located on the first floor of the Student Services Building.
14. **Students are NOT allowed to return tests** to the instructor unless previously agreed upon.
15. The **test-taking rooms are monitored** with a video camera which records all activities in each room.

**I HAVE READ AND UNDERSTAND ALL THE ABOVE INFORMATION
AND ACCEPT THESE CONDITIONS**

(Print your name)

(Date)

(Your signature)

CHEATING ON EXAMS

Cheating means one or more of the following:

Using **notes** or any written information (unless authorized by the instructor)

Using a **book** (unless authorized by the instructor)

Using a **electronic device**, **internet**, or **calculator** (unless authorized by the instructor)

PROCEDURES:

During the time I am taking my exam, Special Services Staff WILL monitor me via closed circuit cameras and/or come into the test-taking room at random times to verify that I am not cheating.

CONSEQUENCES:

If I am caught cheating:

1. The test will stop immediately,
2. The test will be sent back to the instructor with a note indicating I was caught cheating and listing the unauthorized materials that I was caught using,
3. I understand that my instructor may give me a **FAIL** on the test.
4. All incidents of cheating or other forms of academic dishonesty will be reported to the Dean of Student Services for appropriate disciplinary action (which may include a warning or suspension from the college).
5. I understand that I may lose my test-taking privileges for that class for the remainder of the semester. I have the right to appeal this decision per the LACCD E-55 Board Regulations through the Office of the Vice President of Student Services.

**I HAVE READ AND UNDERSTAND ALL THE INFORMATION
ABOVE, AND ACCEPT THESE CONDITIONS**

Signature

Date