



## CASAS TESTING CENTER

### Testing Accommodations Acknowledgment Form

This form must be completed each academic year

Student Name (print)	SCSU ID:

I understand, acknowledge, and agree that:

1. I must request to take my tests at the Testing Center through the **Accommodate portal**. Requests made in person or by phone or email are not accepted. I must **schedule my tests at least 7 days in advance (15 days for finals)**. CASAS may not allow testing if I schedule my tests with less notice.
2. I should **arrive 10-15 minutes before my scheduled testing time** to have enough time to sign in at the front desk, use the restroom, download electronic tests, etc. so testing may begin promptly at the scheduled time.
3. If I **do not show up for my scheduled exam**, the exam will be returned to my professor, who will determine whether I am allowed to reschedule the test or not. Written permission from the professor is required in order to reschedule any test. If my professor permits me to reschedule the test, I must create a new test request through Accommodate, which must be approved by my professor.
4. If I **arrive after my scheduled start time, I will finish my test at the originally scheduled stop time**. (In other words, if I arrive 20 minutes late, I lose 20 minutes of testing time.) Because online tests are programmed to continue for the full approved testing time, I will log off at the originally scheduled stop time.
5. I will leave **calculators, notes and textbooks (unless permitted by the professor) as well as bags, backpacks, cellphones, smartwatches, and any other materials and devices** at the proctor station or, if requested by the proctor, in a Testing Center locker. There are no exceptions.
6. I will **sit at the testing station** assigned by the proctor and will **comply with all other proctor directions** without argument.
7. I will not **talk, make noise or cause any distractions**. I will **not eat, drink** or use any tobacco product, electronic cigarettes, or vaping or similar device in the Testing Center.
8. During testing, I may **use only those materials and resources specifically permitted by the professor** that are noted on the test cover sheet. I understand **proctors may not answer content-related questions**.
9. I should **use the restroom before starting the test**. If I need to use the restroom during the test, I must leave all personal belongings, including cellphones, in the Testing Center. This break will be noted on the proctoring form shared with the professor, and no additional time will be provided for restroom or other breaks.
10. I will **end testing** immediately at the scheduled stop time or whenever directed by the proctor. At the end of testing, I must **leave all test materials** including test questions, scratch paper, formula sheets, etc. with the proctor in the Testing Center.
11. I will comply with all CASAS, University, and Board of Regent policies regarding **Academic Honesty**. If a proctor believes I may have engaged in any act of academic dishonesty, the proctor will stop the testing, and I will leave the

Testing Center immediately and without argument. CASAS will inform my professor, who is responsible for determining next steps, including consequences. I understand CASAS employs **closed circuit camera recording** to ensure academic integrity.

#### SCSU Policy on Academic Misconduct

*Academic misconduct includes all forms of cheating and plagiarism, fabrication and falsification. Academic misconduct includes but is not limited to, providing or receiving assistance from another, in a manner not authorized by the instructor, in the creation of work to be submitted for academic evaluation (including papers, projects and examinations).... Procedures for handling cases of alleged academic misconduct have been approved by the Faculty Senate and can be found by clicking [here](#).*

#### BOR / SCSU Student Code of Conduct

*The following list of prohibited behaviors is intended to represent the types of acts that constitute violations of this Code:*

- 1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating....  
**Cheating** includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.*
- 2. **Acts of dishonesty**, including but not limited to the following:*
  - a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution issued document or record.*
  - b. Knowingly furnishing false information to any CSCU Official, faculty member or office.*

In addition, academic dishonesty at CASAS includes:

1. Using illicit aid during tests
2. Giving and/or receiving aid or assistance on tests
3. Copying from another student's test
4. Removing or copying any test materials, including test questions, scratch paper, formula sheets, etc. from the Testing Center without authorization

12. If there are any **issues with my accommodations**, it is my responsibility to notify CASAS Accessibility Services staff immediately so they may be addressed in a timely manner.

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Student signature

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Date

**Students are required to sign this form one per academic year.  
This signed copy should be filed with the CASAS Accessibility Specialist.**