
Testing Accommodations Agreement

*I understand that as a student requesting to utilize testing accommodations through Student Access Services at Hofstra my responsibilities for **each** examination are:*

- To request the use of approved accommodations for each exam/quiz no later than seven (7) days prior to the exam date
 - Exams proctored by SAO – I must submit a Request to Proctor form via Accommodate, located in student portal Waffle. Once in Accommodate, select Testing Room, choose your course and time and submit necessary prompted information
 - Exams proctored by professor – I must email the professor my accommodation request with SAS copied
- To schedule all exams for the same day/time as the class. Changes to a date/time of an exam can only be made for the following reasons:
 - To prevent a student’s extended time accommodation from interfering with any class lecture before or after the exam
 - To prevent student’s exam time from conflicting with SAO’s Testing Center hours of operation
- To notify SAS of any changes to the scheduled exam with written confirmation from professor approving the change
- To arrive at the scheduled exam time. All lateness will result in a deduction from my extended time. If lateness exceeds a reasonable time of 30 minutes or more, the exam cannot be administered by SAS. Permission to schedule a make-up exam is at the sole discretion of the instructor
- To notify SAS if I will be unable to take the scheduled exam. Permission to schedule a make-up exam is at the sole discretion of the instructor
- To uphold Hofstra University’s Academic Honor Code and Community Standards. **Cheating or any other form of academic dishonesty is prohibited.** If a student does not adhere to the Academic Honor while taking an examination with SAS, the exam will be stopped and the incident will be reported through the proper reporting process
- To not use, or have in my possession, cell-phones, iPads, or any other electronic device during the exam
- Once the exam has been administered, requests to leave the testing area or use the facilities will not be permitted; please use the facilities prior starting an exam*
- No food or beverages will be permitted in the testing area*
- To leave the testing station clean and as it was found
- Talking and socializing during the exam is prohibited. My presence may not be of distraction to others in the testing room, including personal behaviors and strong scents.

* Specific student responsibilities may be altered, with an approved ADA accommodation on file.

TO BE COMPLETED BY THE STUDENT:

I have read this Testing Accommodations Agreement and fully understand what my responsibilities are for each examination. I also agree to uphold Hofstra’s policy on academic integrity.

Name of student (please print) _____

Signature of student _____ **Date** _____