



## Testing Center Policy and Agreement Form

A low-distraction testing room is available to eligible students who are registered with Disability Services and who have been approved for extended time on exams.

- Library room 016
- To make a reservation email [testingcenter@transy.edu](mailto:testingcenter@transy.edu)

### Test Scheduling and Reservations

It is the student's responsibility to arrange testing services with the Testing Center Coordinator. It is highly recommended that a student preliminarily reserve space in the Testing Center at the beginning of each semester (test dates are found in the syllabus).

- If a student has not preliminarily reserved a space in the Testing Center, they must email [testingcenter@transy.edu](mailto:testingcenter@transy.edu) at least **three business days prior** to the test date.
- Students should reply "yes" to Google Calendar invitations to confirm their reservations.

### Test Day

Students should arrive five minutes prior to the scheduled test time. All materials not approved for use during testing will be stored in a locked filing cabinet during the test. Students must present a current Transylvania University Crimson Card before starting their test.

- If an unforeseen situation arises on the day of the test, it will be the student's responsibility to notify the professor and the proctor that they cannot take their test at the pre-arranged time. To make a new reservation follow the steps outlined above under **Test Scheduling and Reservations**.
- Students' who are 15 minutes late for their scheduled test and have not previously notified their professor and the proctor, will need to reschedule. An email will be sent to the student and the professor notifying them of failure to arrive on time. As outlined previously, it will be the student's responsibility to communicate with their professor and the proctor to arrange a new test taking time.

### Honor Code

Any student caught using materials not approved by the professor for the test will immediately be asked to desist from taking their test and leave the testing facility. The proctor will notify the professor via email and it will be the student's responsibility to discuss the situation with their professor.

\*\*\*I have read and agree to adhere to the Testing Center Policy.

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(student signature)

(date)