

DAS Test Proctoring Policy Agreement

By signing below, I acknowledge I have received information regarding [scheduling](#) tests with the Disability and Accessibility Services (DAS) Test Proctoring Center at RUC 2170.

Test Check In

- Students must be prepared to show a valid photo ID to DAS staff when checking in for testing.
- Students should arrive earlier than their scheduled start time and come prepared to take their test. Tests start at the scheduled start time and end at the scheduled end time, unless the student finishes early.
 - If the student arrives late, they are subject to their professor's policy regarding whether students are allowed to start late.
 - If the professor does allow students to start tests late, the end time remains the same as scheduled.
 - If the professor does not allow the class to start their test late, the student will need to contact their professor about next steps. DAS will not proctor the test.

Personal Items

- Students are responsible for bringing their personal test materials to their scheduled test (e.g., pencil, calculator, scantrons, laptop, tablet, charger, etc.). Though some testing supplies can be provided by DAS staff, they cannot be guaranteed.
 - If students borrow an available DAS calculator, they will have to exchange it for either their cell phone or government issued ID. Calculators are limited, so please plan to bring one if it is an approved item by the instructor.
- Students must print all their allowed materials and bring them with them. DAS does not print items for students other than the material provided by the faculty.
- Unauthorized materials (e.g., notes, pencil cases, coats, book bags, hats, mp3 players, noise canceling headphones, cell phones, any smart devices including AI glasses, etc.) are not permitted in the test space unless an approved accommodation is in place. Cell phones brought to DAS must be turned off and placed with the students' items in the belongings

area. Writing utensils must be removed from any pencil case and the case left at the front desk area with the student's belongings. DAS is not responsible for personal items brought.

- Staff will ask students to empty their pockets prior to taking them to their test seat.
- DAS staff are allowed to inspect any items students take in the testing rooms. This includes but is not limited to calculators, glasses, scantrons, bluebooks, etc.
- The DAS Testing Center is a smart device free zone. This means students are not permitted to use, to wear, or to access any personal, non-testing electronic devices during testing or while on a break when in an active testing session. These electronic devices include but are not limited to smartphones, cell phones, smartwatches, smart headphones, headphones that allow access to voice assistant technology, computers and/or tablets not being actively used for testing purposes, and smart glasses (including prescription lens).
- If students need to access their belongings during their test (i.e. pencil lead) they are directed to talk to the front desk staff.
- DAS follows UM-Dearborn's policy of being a [tobacco and vape-free campus](#).
 - Students are reminded that the use of tobacco products, including electronic nicotine delivery systems such as vapes, is prohibited in university spaces. All tobacco products are prohibited in buildings and exterior grounds. UM-Dearborn policy also prohibits anyone from using or possessing marijuana and marijuana products on campus.
 - Any student caught using vapes or tobacco products at the office will be reported under the university code of conduct.

Restroom Policy

- DAS highly encourages all restroom or drink breaks be taken prior to check-in with DAS staff. Once checked in, the student's test time has begun, and no additional time will be given for restroom/drink breaks.
- In the case that a student must use the restroom after they have started their test and their professor allows such breaks (or they have a related accommodation), they must check in with a staff member and turn in all test pages and writing utensils. A DAS staff member will escort them to the single stall restroom by the office. If the single stall is in use, they will wait until it is available. If the instructor does not allow restroom breaks and the student chooses to leave anyway, their test time will end, and the test will be returned to the instructor.

Food and Drink Policy

- DAS does not allow any food in our testing space unless the student has a related accommodation stating otherwise.
- Students are only allowed to bring in a **clear bottle of water** with them during the test unless the student has a related accommodation stating otherwise. Water and cups are also available at DAS if the student does not have a clear water bottle.

Scrap Paper

The course professor will inform the DAS office if students are allowed to use scrap paper during their test. If allowed, DAS provides the scrap paper. The student should not fold or rip up any provided scrap pages. All scrap paper needs to be turned into DAS staff along with their test.

Assigned Seats

While DAS will meet students' approved accommodations, specific testing rooms within DAS cannot be guaranteed. All seats will be assigned.

Starting the Test

- Once checked in, staff will escort the student to the student belongings area. Staff will read the professor's proctoring instructions and share the scheduled end time with the student. Once the student's belongings are secured, staff will walk the student to their assigned seat and give them the test to start.
- When walking to their seat, we ask that students be mindful of the testing space and those around them. We ask that they help us in creating a distraction reduced testing space for all students.
- It is the student's responsibility to manage their time while testing. A clock is provided in each testing space.

Questions During the Test

If the student has a question during their test, we ask them to come out to the front desk staff. Each professor indicates to the office the best way to contact them.

Ending the Test

If the student finishes their test early, they will bring their test and all items out to the front desk to turn in, including any scrap paper and allowed notes to staff. We ask that students organize

their test pages back in order. If their scheduled end time comes first, DAS staff will notify the student and collect their test.

Online Tests

If the test is administered online, the student should confirm the application of their extended time before starting it. It is the student's responsibility to communicate in advance with their professor to make sure their extended testing time is added. If the student has notified their professor and received confirmation of this communication yet on the day of the test the time has not been added, we ask they not start the test. We recommend they reach out to their instructor and DAS Coordinator.

Test Integrity

- DAS values integrity. Staff monitor all tests via a live video monitoring system. DAS staff may inspect the test environment to ensure academic integrity. If a student is observed using any unauthorized resource during a test, DAS staff will bring this to their attention and end the test. Staff will report their observations to the instructor who will decide the next step. Test video content is stored on a secured, on-site digital recording device maintained exclusively by DAS staff. Students are NOT permitted to touch/move the proctoring cameras. If students are caught attempting to touch or block a camera, they will be reported to the instructor.
- Staff may ask a student to remove their hood or sit in a direction that allows clear recording of their test. A DAS staff member may come into any testing location at any time to perform a random integrity check. Suspected academic misconduct will be documented by DAS and reported to the course instructor. Any unauthorized notes and any scrap paper used during the test will be copied and returned with the test to the instructor, along with any video recordings. Students must turn in all test pages including scrap paper at the end of their test.

Student name (print) _____

Student ID #: _____

Student Signature: _____

Date: _____