



Student Disability Services

A&M-COMMERCE

SDS Testing Center Information

By following the terms and conditions listed, you will be allowed to use test accommodations in space provided by the Office of Student Disability Services (SDS).

- **I understand that I must schedule my tests through the online system a minimum of 5 business days in advance of the test date and two weeks prior to final exams** to allow time for my instructors and SDS to process my request.
- I understand that I am required to take exams in SDS at the same time my class takes an exam in the classroom. **If additional time is an approved accommodation, the test should be scheduled to begin before the actual class time.** For example, if the class is taking the exam/test from 1:00 p.m. to 3:00 p.m. and you are allowed time and a half, the test should be scheduled from 12:00 noon to 3:00 p.m. Exceptions are only made due to conflicts between extended test time and a subsequent class, for evening courses when the SDS office is not open, or for extended time for 8:00 a.m. classes. Prior written permission is required from the instructor for the scheduling of tests during the day for evening classes. **All SDS proctored exams are required to begin and be completed between the hours of 8:00am and 5:00pm, Monday through Friday.**
- I understand that if I do not meet the scheduling deadlines, it is my responsibility to take the test in class during the scheduled time or make individual testing arrangements with my instructor.
- If I have been allowed the use of a reader as a testing accommodation, I will request one at the time I sign up to take the exam. Late requests may not be able to be accommodated.
- I understand that I must notify SDS immediately if tests are cancelled, dates are changed, or I decide not to use the SDS testing space for a particular exam. Failure to provide notice may result in loss of future testing accommodations in the Office of Student Disability Services.
- If I am unable to attend a scheduled exam due to illness, I understand that I must contact SDS and my instructor immediately, and my instructor must provide SDS with written or verbal permission verifying that a rescheduled date is allowed.
- Backpacks, book bags, purses, cell phones and other electronic devices, overcoats, and hats are not allowed in the testing area. These items can be left at the front desk; however, the proctor is not responsible for lost or stolen items. Lockers are provided in the SDS office where personal belongings may be stored while an exam is being taken.
- I will arrive a few minutes early and come fully prepared to start the exam at the scheduled start time.
- I understand that the only materials allowed in the testing area are those the instructor has approved with the SDS staff. I will clarify any concerns regarding allowed exam materials with the instructor prior to the start of the exam. If an instructor is unavailable to clarify a concern related to allowed materials at the time of an exam, SDS reserves the right to reschedule the exam.
- Food and drink are strictly prohibited in the testing room, unless prior approval has been granted for medical reasons by the Director.

Department of Student Disability Services
P.O. Box 3011, Commerce, TX 75429-3011 Phone: (903) 886-5150 Fax: (903) 468-8148



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- I understand that if I arrive 20 or more minutes late for a scheduled exam, I will be unable to take the exam at that time at the SDS office. The exam will be returned to the instructor, and I will have to contact the instructor to obtain permission to reschedule.
- If I begin my exam late (up to 20 minutes), the number of minutes will be deducted from the time allotted for the exam.
- I understand that I must be prepared when I arrive for testing. Once the exam has started, I must request permission from the proctor to use the restroom. Students are not allowed to leave the SDS office during an exam/test.
- I understand that the test proctor may perform random checks in the test room at any time.
- I will abide by the time limitation for testing determined by the SDS staff. I understand that my test will be administered during a set appointment time and will not be started prior to or allowed to end later than that scheduled time.
- I understand that any exam proctor who observes a suspected incident of academic misconduct has the right to interrupt the exam, take possession of any unauthorized materials, and notify the instructor. The instructor will then be responsible for further action according to the policies and procedures outlined in the Student Handbook.
- If I am scheduled to take an exam either prior to or later than the rest of the class, I will not interact or communicate with any of my classmates in any way. Such communication will be considered as academic misconduct and handled accordingly.
- All students are expected to comply with and adhere to the above procedures. If the procedures are not followed, we cannot guarantee provision of the services.
- I understand that surveillance cameras are utilized in the testing areas and I may be videotaped at any time for future reference, if questions regarding suspicious behavior arise.
- I understand that it is my responsibility to notify the SDS staff immediately if during my testing session there is any occurrence(s) that could have an adverse impact on the outcome of my exam.