

ILLINOIS WESLEYAN UNIVERSITY DISABILITY SERVICES
EXAM PROCTORING AGREEMENT

Disability Services has space and proctoring staff available for students who require extended time or a reduced-distraction environment when taking exams based on eligible accommodations under the American Disabilities Act (ADA, 1990).

This agreement is between _____ (Student)
Student's Printed Name and ID Number

and Disability Services of Illinois Wesleyan University
and is in effect *any* semester the student requests exam accommodations.

The student and Disability Services, in mutual consideration, agree as follows:

1. The student is responsible for downloading and printing out an Exam Proctoring Form (<https://www.iwu.edu/access/proctor.pdf>) for each class in which he/she requests exam proctoring in Disability Services.
2. The student is responsible for working with his/her professor to have the Exam Proctoring Form completed.
3. The completed Exam Proctoring Form should be submitted to the Disability Services (via email, fax or campus mail) at least **2 business days** before the exam is to be proctored.
4. One Exam Proctoring Form may list the times, dates, and protocol for all exams scheduled during the semester. However, any subsequent changes to this information or variance to instructions by exam may require the submission of an additional Exam Proctoring Form.
5. Students and professors should be aware that staff is only available to proctor exams within the following time frame: 8:00 a.m. to 12:00 p.m. and 1:00 to 4:30 p.m., Monday through Friday.
 - a. Students and professors should consider the length of time required for proctoring services in order to prevent conflicts between starting and ending times and staff availability. However, under certain circumstances, Disability Services may make exceptions to accommodate such conflicts.
6. Students who are **more than 10 minutes late** for their scheduled exam will not be allowed to test in Disability Services and will have to make alternate arrangements with their faculty member.
 - a. Students who are late in coming to Disability Services (less than 10 minutes) for their scheduled test, with the result that their allotted time conflicts with staff availability (as noted above) or whose professor notates a forfeiture of time on the Exam Proctoring Form due to lateness, will forfeit that time.
7. Students must contact Disability Services **at least 24 hours prior to a scheduled exam** if the exam has had a change in schedule OR they decide not to test with Disability Services.
8. Disability Services will confirm the date and time of scheduled proctoring services with students upon receipt of the Exam Proctoring Form, via email to the student's IWU email account.
9. ***Multiple infractions of this agreement can result in the loss of using Disability Services as an exam proctoring location for a specific class or all classes.***

Dated: _____ Student Signature: _____

Student Phone No.: _____ Student Email: _____