This agreement is to ensure that academic integrity standards are maintained at Disability Services (DS) and that all students authorized for the use of accommodations are aware of the agreement. Please read and initial each guideline to signify that the agreement has been explained to you by DS, that you understand the agreement, and that you will abide by the information contained therein.

**Students registered with DS have three options for taking exams, tests, and quizzes:**
1. Take the exam with the class, in the classroom **WITHOUT** accommodations.
2. Take the exam with accommodations, if student and faculty agree to a time and place.
3. Schedule to take exams in the Testing Center.

1. ____ Exams must be schedule at least two (2) full business days before the exam date.
   - **The student** takes a *Test Scheduling Form* to the course faculty for each test for the faculty member to complete.

2. ____ You agree to not disclose the form, content, difficulty, or any other information about the exam to anyone who has not yet taken the exam.

3. ____ In the case of an emergency or illness, you must speak with the faculty member before rescheduling an exam. If allowed to reschedule the test, the Testing Center staff must have approval from that faculty member.

4 ____ If you fail to show for a test, the faculty member will be notified of your absence and the test returned to the faculty member.

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Print name ___________________________ Signature ___________________________ Date ____________

Disability Services Staff Signature ___________________________ Date ____________