



EASTERN CONNECTICUT STATE UNIVERSITY

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The Office of AccessAbility Services

GUIDELINES FOR EXAMINEES

- If you require a Reader and/or a Scribe, be sure you speak in advance with OAS staff regarding how these accommodations will be fulfilled.
- It is the responsibility of the examinee to be on time for the exam. The proctored exam will begin on time unless the examinee has made prior arrangements to accommodate travel time or other potential conflicts. If an examinee is late and has not made prior arrangements, late time will be counted against total test time.
- Arrive at the OAS fully prepared to take your exam. This includes having pens, pencils, cheat sheet, formula sheet, calculator, etc.
- Your professor must notify the OAS if you are permitted to use additional materials.
- Place all of your belongings away from the testing area. Turn your cell phone off and leave it with your belongings.
- Notify the proctor immediately if you realize that you have the wrong exam.
- Bring any concerns (e.g. noise, room temperature) to the attention of the proctor immediately. In most instances, concerns are easier to correct during the exam than after the exam.
- Review each exam for special requirements requested by the instructor.
- Unless you are granted the accommodation of taking breaks, you will not be permitted to take a break during the test. Please be sure to use the restroom before the test.
- You may not ask your proctor for assistance in interpreting an exam item.
- If you are testing using a computer, you are not permitted to use the internet, spellcheck, or any other proofreading program, unless otherwise specified.
- If a proctor feels that you are violating Eastern's Academic Misconduct Policy, OAS staff and your professor will be notified.

I have read these guidelines and will abide by Eastern's Academic Misconduct Policy.

Student signature: _____

Date: _____

Student name (printed): _____