

**Union College**  
**Testing Center Exam Administration Agreement**

As a student requesting to have my exam administered in the Testing Center by Accommodative Services, I understand and agree that:

1. My belongings will not be accessible during the exam.
2. My cell phone, Smartwatch, and/or any other communication device will be turned OFF and not accessible during the exam.
3. Calculators, books and notebooks cannot be utilized without the express permission of the course professor.
4. Bathroom breaks are **NOT** permitted except as required by an approved accommodation or in case of an emergency. Students are advised to use the restroom prior to starting an exam.
5. Eating is **NOT** allowed during an exam except as required by an approved accommodation, or on a case-by-case basis where eating will not interfere with the testing process or cause a distraction to other students.
6. If I am more than 20 minutes late for my exam, I will be regarded as a “no show,” and will need to consult with my professor to discuss the possibility of a make-up exam.
7. I am expected to arrive on time for my exam. If I am late to an exam (less than 20 minutes), I will have that amount of time subtracted from the total time allowed for the exam.
8. Testing Center staff will **NOT** rephrase, explain or interpret exam directions or exam questions.
9. If I have a question during the exam, Testing Center staff will attempt to reach my professor by telephone on my behalf. I understand that this phone call will be monitored by Testing Center staff. I also understand that time spent reaching out and speaking with my professor will NOT result in adjustment of the predetermined end time of the exam, unless expressly communicated to the Testing Center staff by the professor.
10. If I need to reschedule an exam, I will first seek permission from my professor, and then inform the Testing Center.
11. I will notify the Testing Center Coordinator if a scheduled exam is cancelled, if I decide to take the exam in class, or if I drop the class.
12. I have read and acknowledged Union College’s Honor Code Affirmation.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_