

Center for Educational Access (CEA)

Agreement for Testing Accommodations

I, _____, agree to the following terms that allow me to exercise my right to receive testing accommodations in Center for Educational Access:

1. I will provide an "Accommodation Agreement Letter" to my professors indicating that I am eligible to receive specific testing accommodations deemed reasonable by the Center for Educational Access (CEA).
2. I understand I must schedule my exam or quiz with the CEA at least 5 days in advance, in order to reserve a space, and I will then work with my instructor to insure that my quiz and/or exam is delivered to the CEA.
3. I understand that my scheduled time will be as close to the day and time that my class is scheduled to take the quiz and/or exam. Exams will not be scheduled after the class has completed their exam unless agreed upon by the instructor. * Exceptions are Pop Quizzes.
4. I will contact the CEA immediately upon learning if a quiz or exam is cancelled, postponed or rescheduled.
5. I will contact the CEA if I am unable to come in for an exam for whatever reason and immediately contact my professor making him/her aware of the situation. Please note: **A written (email) or phone call must be received by CEA from the faculty confirming that the rescheduling of a quiz/exam is approved. Faculty have the right to not allow the rescheduling of an exam or quiz if the absence is not disability related.**
6. I will leave all non-essential belongings at the front desk of the CEA. Such belongings include backpacks, book bags, pocketbooks, cell phones, electrical devices, coats, and hats. These belongings will be monitored by the front desk staff but CEA will not be responsible for any lost or stolen items.
7. I am responsible for purchasing and bringing blue books or Scantron sheets if they are required.
8. If I begin my exam late, I understand I cannot stay beyond the CEA's closing hours to make up lost time. This time will not be added.
9. Once the exam or quiz has started, I will notify the proctor if I need to leave (i.e., use bathroom). This time cannot be made up.
10. I understand that I will be proctored during my examination and any questionable incidents observed by the proctor will be reported to the Director of the CEA who will inform my professor.

Student Signature: _____ Date: _____

CEA Staff Member: _____ Date: _____

Agreement/Understanding of Proctored Testing in the CEA

1. I will arrive on time for my exam/quiz as previously scheduled with the Center for Educational Access.
2. If I begin my exam late, I understand I cannot stay beyond the CEA's closing hours to make up lost time. This time will not be added.
3. Once an exam or quiz has started, I will notify the proctor if I need to leave (i.e., use bathroom). This time cannot be made up.
4. I will respect the testing environment by not talking with others taking exams/quizzes as well as not interrupting others who are taking exams/quizzes. The testing environment is monitored via camera.
5. I understand that as a University of Baltimore student, I will uphold the Academic Integrity policy and abide by the Code of Student Conduct at all times.
6. I understand that I will be proctored during my examination and any questionable incidents observed by the proctor will be reported to the Director of the CEA who will inform my instructor.

Student Signature: _____ Date: _____

CEA Staff Member: _____ Date: _____