Rules for Taking Tests in Accommodative Services

SIGN UP FOR TESTS.

To notify Accommodative Services ANDyour professor, include all of the following in an e-mail to

your professor’s email and [accommodativeservices@paulsmiths.edu](mailto:accommodativeservices@paulsmiths.edu):

**• Date of Test**

**• Time of Class**

**• Test Course Code**

**• Professor’s Name**

**• Time of Test (if other than class time or taking the exam in parts)**

**SIGN UP FOR YOUR TEST IN ADVANCE.**

**During the Semester:**

24 hours before the test begins.

All Monday tests: 5pm Friday

**Finals and all tests during the final week:**

Wednesday of week 14 for all tests during week 15UP FOR YOUR TEST 24 HOURS IN ADVANCE *AND* BY 5PM FRIDAY FOR MONDAY TESTS.

**ARRIVE AT THE TIME YOU SIGN UP FOR.**

If you sign up for 11:15 and you show up at 11:30 you have lost 15 minutes of testing time.

**IF YOU NEED TO ARRANGE MAKE-UP EXAMS AND/OR EXAMS OUTSIDE OF CLASS TIME:**

Always work it out with the professor prior to contacting the CAS.

**ELECTRONIC DEVICES ARE PROHIBITED.**

If any devices (phones, iPods, etc.) are seen by CAS personnel your test will be taken away and returned to the professor.

**REMAIN IN THE ROOM UNTIL YOUR TEST IS FINISHED..**

Use the bathroom and get your drinks/snacks BEFORE your test is given to you. Leaving the room before the test is finished may result in your test being taken away and returned to the professor.

**COME PREPARED**.

Bring pens, pencils, calculators, protractors, etc…

**REMEMBER:**We are an alternate location for you to take your test. During exam time, the security of tests is our number one priority!

I have read and understand that failure to follow any of the rules stated above may result in having to take the exam in class.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_