

## CONTRACT AGREEMENT FOR TESTING ACCOMMODATIONS

I, \_\_\_\_\_, agree to the following terms and conditions which allow me to utilize test accommodation services available through the Counseling Center.

- I will plan ahead. This will reduce personal stress and hopefully improve test performance.
- I will obtain a Test Accommodation Request Form, from the Counseling Center (or from their website), for each test taken in the Center.
- I will complete the student portion (Part I) of the Test Accommodations Request Form and submit it to the appropriate instructor, at least **one week** prior to each scheduled testing session.
- I will return the Test Accommodations Request Form to the Counseling Center at least, **3 days** before each scheduled testing session. The Center's staff will schedule my testing date and time and reserve a testing space. I will also request any additional testing accommodations (reader, scribe, computer use, minimal distraction space), for which I am eligible, during this contact.
- I will keep all scheduled testing appointments. Tests will be returned to faculty in my absence. A tardy notation will be made, on the test accommodation form, if I arrive late for testing.
- I will leave non-essential materials home. Backpacks, book bags, water bottles, purses, cell phones (and all other electronic devices), overcoats and caps are not allowed in the testing area. The Center's staff will monitor items in a specified area but is not responsible for lost or stolen items. Sensitive items can be locked in a file cabinet upon request.
- I will provide a picture identification card (ULM Student CWID Card or valid driver's license) upon arrival for testing. This will confirm my identity.
- I realize that it is my responsibility to provide blue books or scantron sheets if they are needed. Time used to obtain these items may be deducted from the allotted test time.
- I understand the following statement:

**Academic dishonesty (attempted or accomplished) in any form is unacceptable at University of Louisiana at Monroe. If clear physical evidence indicative of academic dishonesty is obtained by Counseling Center staff during the testing process, the staff member will have the authority to immediately confiscate the test as well as the item the student is using to cheat. The incident shall then be reported to the instructor for further investigation. If the student is found guilty of academic misconduct (cheating), the instructor will report the incident to the department head and/or the associate dean (or other appropriate administrator), who will report the incident in writing to the Office of Student Services in order for an appropriate censure to be determined.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CWID #

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Counseling Center's Staff Signature