

## AccessAbility Services Testing Policy and Agreement:

### Testing Policy:

Exams may be taken at the Student Success Center Monday through Friday, between the hours of 8 AM – 5 PM.

Students who are more than 15 minutes late for a scheduled exam may lose their testing services for that exam.

Students who receive academic accommodations must submit a test request to AccessAbility Services ([accessabilityservices@hartwick.edu](mailto:accessabilityservices@hartwick.edu)) at least 1 day prior to a scheduled exam. Failure to do this may result in you not being able to utilize your testing adjustments at the time you are requesting.

Please notify AccessAbility Services and your professor if you will miss a scheduled exam for valid reasons. Tests will not be rescheduled without the permission of the instructor and a staff member from AccessAbility Services.

### Expectations:

Students are not allowed to bring book bags, totes, purses, or backpacks into the testing room. **Absolutely NO cell phones, Smart watches, or ear buds are allowed in the testing rooms.** Students may not wear a hat or hood during a test. Students are not allowed to bring calculators, notes or other materials into the testing room, unless specified by their instructor in a reply to the test request email.

Exams must be completed in one sitting, unless alternate arrangements have been made with your instructor and the AccessAbility Services staff. Students are expected to remain in the testing room for the entirety of their exam, unless they have bathroom breaks as an accommodation. In this case, an AccessAbility Services staff member will escort the student to the bathroom.

Academic dishonesty will not be tolerated. Violators may be subject to disciplinary action in accordance with Hartwick's Academic Policy.

The above stated policies and procedures have been fully explained to me. I understand and agree to adhere to the said policies and expectations regarding the receipt of academic adjustments through AccessAbility Services. I understand that failure to adhere to required policies and expectations may result in Academic Dishonesty violations.

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Student Signature

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Date