

Why the Testing Agreement Matters

As part of our commitment to supporting students with testing accommodations, we require faculty to complete a quick **Testing Agreement** for each course and section. This form gives our staff everything we need to make sure your students get the proper support while following your expectations.

Here's what we ask you to tell us:

- **How the exam will be given:** Is it online or on paper?
- **What program or software the exam uses:** Especially for computerized/online tests - Respondus, Hawkes, etc. - we need to know so we can prepare the correct environment.
- **What materials are allowed:** Calculator, notecard, scratch paper, or maybe nothing at all?
- **How you'd like the completed exam returned:** Delivered to the department office? Scanned and emailed? Picked up in person? You choose!
- **How you plan to get the exam to us:** Dropping it off, uploading it, emailing it - whatever works for you.
- **What to do if the student has questions during the exam:** Call you? Email? Let them figure it out? Just let us know your preference.

Thanks for partnering with us to support all students!

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