

TESTING ACCOMMODATIONS AGREEMENT

Please note that faculty may elect to administer his or her exams with accommodations for students directly. Please follow your instructor's directives regarding the coordination of testing accommodations.

*As a student taking exams with accommodations at Disability Services, I understand that my responsibilities for **every** examination include:*

Accommodation Letters

- I will provide each of my professors with my Accommodation Letters and return the signed letter to Disability Services (DS) prior to the first exam. Exams cannot be administered at DS until signed accommodation letters are returned.

Exam Scheduling

- I will return a completed *Testing Accommodation Request Form (TARF)* or a *Quiz Accommodation Request Form (QARF)* to DS no later than **2 weeks** prior to the scheduled exam.
 - This deadline does not pertain to final exams; final exam deadlines are announced each semester, and are generally **6 weeks** prior to the first day of final exams.
- TARFs/QARFs can be submitted:
 - To Wien Hall, Suite 108A, M-F 9am-5pm, or placed in the locked mailbox when the office is closed.
 - TARFs/QARFs may also be submitted via fax or a scanned copy emailed to DS at dsexams@columbia.edu. However, the original TARF must be submitted before the date and time of the exam.
- If I submit a TARF less than two weeks before the exam date, I will be required to submit a Late TARF form explaining why the TARF was late.
- I understand that if I am unable to submit a TARF two weeks in advance, it is my responsibility to make arrangements with my instructor. If this should occur, I understand that my professor may not be able to provide the accommodations. In that situation, I will be expected to take the exam with the class without accommodations.*
- I will not rely on my professor, TA or any other individual to ensure that it is received by DS before the deadline.
- TARFs for General Chemistry I and II, Organic Chemistry I and II and Introductory Biology I: Biochemistry, Genetics & Molecular Biology (Professor Mowshowitz), do not require the instructor section to be completed or the professor's signature. However, students must submit the TARF with the student section completed. **All other Columbia Biology courses, as well as all other Columbia and Barnard Chemistry and Biology courses must have the TARF completed in full.**
- All exams administered by DS **must conclude by 7pm**, with the exception of final exams and Introductory Biology I: Biochemistry, Genetics & Molecular Biology. Please consult with DS staff if your exam will end after 7pm.
- If I am unable to have my professor sign the TARF, *my TA can sign it, unless the professor states otherwise.*
- If there is a change to the exam date or to the conditions of an exam (eg. notes or book permitted, additional time) from what was originally noted on the TARF, I will notify DS immediately and forward email verification (email) from my instructor to DS.
- I understand that I must contact DS immediately if DS exams are cancelled, rescheduled, or if I decide not to take the exam in DS space for a particular exam.
- If I am unable to take the scheduled exam due to illness, I will notify DS and my instructor immediately. My instructor must provide DS with written or verbal permission verifying that a rescheduled date is allowed, in compliance with the course policy for make-up exams. DS and/or your instructor may require written confirmation of your illness from a medical provider.
- If I am experiencing an exacerbation of disability-related symptoms on the day before an exam or the day of an exam, I will immediately contact my coordinator via email at disability@columbia.edu.

Academic Integrity

- ❑ If I am scheduled to take an exam either prior to or later than the rest of the class, I will not interact or communicate with any of my classmates in any way about the exam.
- ❑ I will be required to sign DS's Exam Honor Statement before taking every exam with DS.
- ❑ DS is fully committed to upholding Columbia University's academic standards, course requirements, and the integrity of the academic program. **Academic dishonesty is strictly prohibited and engaging in any type of behavior that is inconsistent with University policies may result in disciplinary action.** If an incident or suspicion of academic misconduct occurs while the student is taking an examination, the exam will be stopped and the professor and the Judicial Affairs and Community Standards (<http://www.studentaffairs.columbia.edu/judicialaffairs/index>) will be informed of the suspected incident.
 - ❑ Students are encouraged to review the policies and procedures for academic integrity for their school:
 - ❑ Columbia College and Engineering students: <http://www.college.columbia.edu/academics/integrity/dishonesty/cheating>
 - ❑ General Studies students: <http://www.gs.columbia.edu/academic-integrity-and-community-standards>
 - ❑ Visiting, summer, and Continuing Education students: <http://ce.columbia.edu/Summer-Sessions/Academic-Integrity>

Last, but not least- Important day of Information

- ❑ I may not use or display any electronic devices including cell phones, ipods or iphones during the exam. All devices must be off and out of reach. DS is not responsible for any lost or stolen items. Professors will be notified if any electronic devices are found on a student during an exam.
- ❑ I may not leave the testing area once an exam has started without permission from the proctor or DS staff, including restroom breaks. I understand that DS will be notified should my restroom break exceed 5 minutes.
- ❑ I understand that I may bring light snacks and beverages into the testing space. A food or drink item that has strong smell, loud packaging or is consumed in a distracting manner is strictly prohibited.
- ❑ If I am approved for the use of a computer as an accommodation, I must use a computer provided by DS, unless prior approval is obtained from DS **and** the course instructor.
- ❑ I must arrive at the DS office (unless otherwise directed) 15 minutes prior to the scheduled exam time to receive my testing room assignment. Unexcused or consistent lateness will result in a deduction from my extended time or forfeiture of my testing accommodation(s). **If I arrive more than 10 minutes late to a scheduled exam, testing accommodations cannot be guaranteed.** It will be my responsibility to obtain written permission from my instructor to reschedule the exam with a new date and time.
- ❑ I understand that if I fail to follow such testing procedures, DS reserves the right to deny testing accommodations.

TO BE COMPLETED BY THE STUDENT

I have read this Testing Accommodations Agreement and fully understand my responsibilities for each examination. I also agree to uphold Columbia University's policy on academic integrity.

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Signature of Student

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