

**UNIVERSITY OF MIAMI**  
**Office of Disability Services    TESTING POLICIES**

**Students receiving testing accommodations must abide by the following:**

- **Provide official Accommodation letter to faculty within the first week of the semester.** Failure to provide this to instructors well in advance may impact the availability of an accommodation. It is the student's responsibility to discuss testing accommodations prior to each exam.
- **Instructors may provide testing accommodations to the student.** The Office of Disability Services provides proctoring services for faculty, Monday-Friday 8:30am-5pm. This is subject to availability. ODS is not able to proctor exams without 7 days notice.
- **Each student is responsible for the approval and scheduling of their exams with 7 days advance notice. Final exams must be scheduled prior to Friday April 13, 2018.** Final exams are only proctored at 8:00 AM and 1:00 PM. Final exams requiring a double-time accommodation are only proctored at 8 AM or 12 PM.
- **Exams must be taken on the same day and time as the exam is given in the actual class unless specifically approved by the instructor.** Students may be held at the office until the class begins their exam. Please speak with your instructor to inquire about any specific requirements.
- **Students must arrive on time for exams. Students arriving more than 30 minutes late for an exam will be directed back to the professor to reschedule the exam.**
- **No personal materials are allowed in the testing room.** This includes: food, mobile phones, calculator covers, watches, electronic devices, pens, pencils, bags, wallets, backpacks, purses, books, coats, and any other personal items. The Office of Disabilities has a limited number of lockers for students to store belongings during exam. ODS is not responsible for guaranteeing the availability of a locker. You will be asked to empty and turn all pockets inside-out to ensure nothing is in them.
- **Testing rooms are monitored by cameras to insure compliance with the University Honor Code.** Students will be asked to sign an ODS Honor Code Form before each examination.
- **Students are not permitted outside the testing area once an exam has begun.** Students should take care of personal needs before entering the testing room. Should you become ill during your exam, please see a member of the ODS staff immediately.
- **Students are expected to conduct themselves in a calm and professional manner.** Student must submit their exam at the scheduled ending time or when prompted by staff. Failure to surrender an exam and cease working will be reported to the instructor and/or Dean of Students. Students exhibiting academic misconduct or causing disruptions in the testing rooms will be reported to the professor and/or the Dean of Students Office. Students are expected to leave the testing room quietly and not cause disruptions when taking an exam.
- All testing policies and procedures can be found on our website at: [www.camnercenter.miami.edu](http://www.camnercenter.miami.edu)

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I acknowledge that I have read and received a copy of the University of Miami, Office of Disability Services Test taker Accommodation Roles and Responsibilities form. I further acknowledge that I have read and understand these guidelines. I will abide by these guidelines and inform ODS in advance of any circumstances that may cause a deviation from them.

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Print Student Name

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

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Date