Student Test Scheduling Agreement
Email: testingcenter@richmond.edu
Phone: (804) 289-8639

Please note:
• A Test Scheduling Form should be completed and signed for each student prior to their first test/exam/quiz for each semester.
• Instructors should authorize any and all testing form information changes in person or via email.
• Tests are administered Monday through Friday, 8:30 a.m. - 5 p.m. (Tests must be scheduled to finish by 5 p.m. except finals)

Name: __________________________________     UR ID#: ____________________      Phone #: ___________________

I understand that I am responsible for:

• Submitting the Test Scheduling Form (and a copy of my Disability Accommodation Notice (DAN), if accommodated) to my instructor. I should do this with plenty of time for the instructor to be able to complete their portion, and I need to ensure that either my instructor or I submit the request form so that the ATC receives it at least 3 business days in advance of any quiz, test or exam.
• Making arrangements ahead of time to address any scheduling conflicts with other classes or commitments.
• Contacting my Disability Advisor if I have questions regarding my DAN.
• Contacting my instructor before the exam if I have questions regarding materials allowed.
• Notifying the ATC before the exam if I need to reschedule or cancel an exam in the ATC (e.g. sudden illness or deciding to take the exam with the rest of the class).
• Arriving at least 10 minutes prior to the scheduled exam time so that I can check in and secure all of my personal belongings in a locker.
• Promptly notifying the ATC if I experience any type of question or difficulty during the exam.
• If my DAN permits computer use or if my instructor is permitting students to take an exam on the computer, I will provide my own functioning computer and power supply.
• Abiding by the University Honor Code at all times.

I am aware that:

• The ATC uses closed circuit video cameras to monitor student activity in the testing rooms.
• The ATC does not provide computers or power supply cords for computers.
• I may not leave the ATC / ATC restroom area until my exam is complete.
• No personal items (including, but not limited to cell phones, electronic devices, smart watches, back packs, bags, or food) will be allowed in the testing room; lockers will be provided for students.
• The ATC staff will check beverages being brought into the Testing Center.
• The ATC is not responsible for lost or stolen items.
• The testing room is a quiet location; if I have a question or problem, I need to leave the testing room to ask a question.
• At the end of the exam, all testing materials including formula sheets and scrap paper will be returned to the instructor with my exam materials.

Signature _____________________________ Date ____________ Email _______________________________________

02/14/2020