

PROCTORED EXAMINATION AGREEMENT
Missouri Western State University
4525 Downs Drive
Testing Services, Western Institute, Spratt Hall 105
Saint Joseph, MO 64507
(816) 271-4100

General Instructions

I agree to follow all the instructions conveyed to me by test center personnel.

I understand that I am required to show valid photo identification before beginning my exam.

Fees

A proctoring fee of \$30 and a signed copy of this form must be turned in to Testing Services in Spratt Hall 105 before a test will be scheduled. Payment may be made by cash, debit card, or check made payable to MWSU. Credit cards are not accepted.

If I arrive more than 15 minutes late for my appointment I may be unable to test and will forfeit my \$30 fee.

If I do not arrive for my test or do not call to reschedule at least 24 hours prior to my testing time, I will forfeit my \$30 fee.

Scheduling

I understand that appointments for proctored tests are scheduled on a first-come, first-served basis.

I understand that appointments must be made in advance during normal operating hours of 8:00am to 4:30pm, Monday through Friday. All testing must be completed by 4:30pm.

At the time of scheduling, testing staff must be provided with:

- My personal contact information
- Course name and number
- Instructor's name and contact information
- Name of the school or agency for which I am taking the exam
- Anticipated length of the test
- Exam type (paper or electronic)

Personal Items

I will not take personal items into the testing room unless I am instructed to do so. Personal items include, but are not limited to:

- Cell phones
- Laptops, hand-held computers or PDAs
- Any other electronic devices
- Any device with scanning capability, including scanning pens
- Pagers
- Food or drink (other than water)
- Wallets, bags, backpacks and purses
- Hats (other than head coverings worn for religious purposes)

- Coats
- Books
- Notes or any personal papers
- Calculators

I will store all personal items in a secure area as indicated by the proctor. Cell phones and all other electronic devices must be turned off prior to placing them in the secure area. MWSU and the testing staff are not responsible for lost, stolen or misplaced personal items.

Monitoring

The proctor will monitor me continuously while taking my exam. I understand that the session may be videotaped or otherwise recorded for my security or other purposes and may be shared with other staff and/or faculty of MWSU as needed.

If I am taking this test for another school or agency, I understand that MWSU staff may share the videotape of my testing session with staff from that school or agency if requested to do so.

Timing and Breaks

If I take an unscheduled break I understand that the countdown clock will continue to run and will not be stopped.

While I am taking a break I will not access any personal items other than medication required at a specific time, with approval in advance from the proctor. I understand that I may not confer with anyone else during my break.

Candidate Statement: *I understand and agree to follow the rules as stated above. I also understand that any deviation from these rules, including taking any unapproved personal items into the testing room, will result in my test scores being voided, my instructor being informed, and my proctoring fee being forfeited.*

Name (please print) _____

Signature _____ Date _____

Phone _____ Email _____

Scheduled test date and time _____

Payment amount _____ Payment date _____ Received by _____

This document must be signed and returned to Testing Services in Spratt Hall 105 along with the \$30 proctoring fee before a test will be scheduled.