

Agreement for Using MSU Testing Services

MSU Testing Services • 19 Renne Library • Phone: (406) 994-6967 • Email: testing@montana.edu

*Testing hours: Monday-Thursday 8:30-7:30pm, Friday 8:00-4:00pm *some exceptions may apply

Name: _____ Date: _____

Email Address: _____ Phone: _____

Major: _____ Year in School: _____

Please Initial for EACH statement indicating you understand testing policies at MSU Testing Services:

_____ Walk-in testing is not allowed and it is my responsibility to schedule all exams within the first two weeks of the semester, or **no later than 2 business days prior to my first exam if space allows**. I understand that all finals should be scheduled well in advance and any late additions need to be scheduled by the priority deadline of 12pm on the Friday before finals week.

_____ My instructors must approve my testing at MSU Testing Services and obtaining access codes for online scheduling or instructor signatures on scheduling forms is my responsibility.

_____ My exam appointments will not be scheduled until: I have shown my DSS Certification Card to testing staff, I meet with my instructor for an Access Code and schedule online, or I turn in a completed and signed scheduling form for each class

_____ The following items are not allowed in the testing room: Electronic devices, watches, food, beverages, hats, scarves and backpacks/purses.

_____ Pencils, calculators, erasers, scratch paper and other allowable items will be provided to me by testing staff unless otherwise indicated by the instructor.

_____ I may lose my testing seat if I am more than 15 minutes late, and my allotted test time will be reduced by the number of minutes I am tardy.

_____ Failure to show up for three appointments in a semester without notice will result in the cancellation of all remaining appointments.*

_____ Any communications regarding rescheduling or canceling of exams is my responsibility and a **\$15 reschedule fee may apply for non-accommodated requests**.*

_____ I understand I **must** turn in my exam once my allowed testing time has ended.

_____ I understand that without my instructor's express permission, all testing resources (notes, scratch paper, etc.) will be confiscated at the end of my exam.

_____ While using Testing Services, I will abide by the MSU Student Conduct Code, especially sections 340.00 and 400, and understand that my failure to do so will result in automatic reporting to my instructor.

*For students wishing to appeal cancellations or make-up fees, a written response to the Office of Disability, Re-entry, and Veteran Services detailing circumstances will be required.

*Students can view appointment history and cancel appointments online by signing into www.registerblast.com/montana.

Signature: _____ Date: _____

For staff use:

Photo ID was Checked

DSS Card Expiration: _____

RD-1

TH-2

DT-3

OC-4 _____

SR-5

VR-6

PR-7

C-8

SB-9

WP-10

E-11

Other: _____