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: Email Address: Major:					
					Year in School:
			Please Initial f	or EACH statement inc	licating you understand t
	weeks of the semes understand that all	ot allowed and it is my resp ter, or no later than 2 busi r finals should be scheduled iority deadline of 12pm on	ness days prior to my fir well in advance and any	late additions need to be	
	My instructors must approve my testing at MSU Testing Services and obtaining instructor signatures on scheduling forms is my responsibility.				
		will not schedule my exam appointments until I turn in a completed and signed for each class and I have shown my DSS Certification Card to testing staff.			
	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.				
	It is my responsibility to let testing service's staff know whether my test has been cancelled/ rescheduled or if I am unable to keep my appointment.				
	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 of exams is my responsibility and a \$15 make-up fee may apply.*				
	I understand I must turn in my exam once my allowed testing time has ended.				
		thout my instructor's expre	•	g resources (notes, scratch	
		Services, I will abide by the understand that my failure		• •	
	vishing to appeal cancel rvices detailing circums	•	written response to the	Office of Disability, Re-entry,	
Signature:			Date:		
For staff use:			Expiration:		
RD-1	TH-2	DT-3	OC-4		
SR-5	VR-6	PR-7	C-8	SB-9	
WP-10	F-11	Other:			