**Learning Support Services**

**Alternative Testing Contract**

**http://www.linfield.edu/learning-support**

**STUDENT’S NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INSTRUCTOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description:**

Learning Support Services (LSS) staff will proctor the exam in a location selected by LSS. Typically exams are proctored in the LSS office in Melrose 020. A Testing Contract must be completed by the student in LSS Online Services before an exam can be scheduled for a course. Only one Testing Contract can be submitted for each course.   
  
**Testing contracts are only valid when:**

* Instructor receives email notification from LSS about a student’s alternative testing eligibility.
* LSS Student submits the contract online via LSS Online Services (a paper copy of the contract is for convenience when meeting only).
* The instructor approves the electronically submitted contract (a paper copy of the contract is for convenience when meeting only).

**Faculty / Staff Instruction:**

A copy of this contract will be sent to you via email for your review and confirmation. Please confirm the contract if you agree with the terms and contact LSS if you require any changes to be made to the contract.   
  
Exam reminders will be sent to students and instructors two business days prior to scheduled exams. The reminders will include the exam location and a link for the instructors to upload exams to the secure LSS Online Services website.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

1. **List the materials permitted during the exam. If none are specified, none will be allowed. (Note: The proctor will collect Cell phones, backpacks, purses and other personal items.)**

* Open book
* Open notes
* Note Card
* Calculator
* Other, including any other special exam instructions (Specify Below)

Additional Note or Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Will a Scantron be required for the exam?**

* No
* Yes, student will provide one
* Yes, instructor will provide one

Additional Note or Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Will a blue book be required for the exam?**

* No
* Yes, student will provide one
* Yes, instructor will provide one

Additional Note or Comment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **If clarification is needed during an exam, what should the student do, so the professor can ensure equitable grading?**

* Have the proctor call the professor during the exam at this number (Specify Below)
* Answer the question and write the needed clarification in the margin of the exam
* Answer the question and email the professor or stop by the office hours afterward
* Other (Specify Below)

Additional Note or Comment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Exams should be scheduled to start and finish during LSS business hours (8:00 am to 5:00 pm Monday-Friday) and in accordance with the times listed on the syllabus. Flexibility with start times may be needed for the following reasons: limited testing space, exam/class time overlap, or a scheduling accommodation due to a disability. When flexibility with start times is needed, exams may be scheduled:**

* 1 hour before/after class exam (Between 8 am - 5pm)
* 1 day before/after class exam (Between 8 am - 5pm)
* Anytime the same day of the class exam (Between 8 am - 5pm)
* Other (Specify Below)

Additional Note or Comment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How will LSS get a copy of the exam?**

* Professor will upload exam through the LSS Online Services secure website at 24 hours prior to the scheduled exam.
* Instructor will drop off the exam in the LSS Office (Melrose 020) during business hours at least 24 hours prior to the scheduled exam.

Additional Note or Comment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How will LSS return the exam to the instructor?**

* Student will return the exam to the instructor in a sealed envelope.
* Faculty will pick up the completed exam in the LSS office (Melrose 020).
* LSS will scan and e-mail a copy of the exam to the instructor by the end of the following business day the at e-mail address provided below.

Additional Note or Comment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please list regular class exam length without extended time accommodations *(our online system will automatically calculate the amount of extended time for the student receiving accommodations)***

Exam Type(s) (please specify a length for all exam types):

Final minutes

Midterm minutes

Quiz minutes (anything other than a midterm or final)

**Additional Information**

1. **Instructor Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Enter 10-digit number only (i.e. enter 5038832562 for 503-883-2562).**
2. **Additional Note:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AFTER THIS FORM IS COMPLETED IN LSS ONLINE SERVICES AN E-MAIL CONFIRMATION WILL BE SENT TO THE COURSE INSTRUCTOR FOR APPROVAL**