

# Kansas State Testing Center Examinee Agreement Form

**Student's Name:**

**WID**

**Today's Date:**

**EXAMINEE:** Before submitting this agreement for proctoring services we recommend you review the Test Center's [Policies and Procedures](#) and direct any questions you may have to the Center's staff by calling (785) 532-2957 or e-mailing [testing@k-state.edu](mailto:testing@k-state.edu). After reviewing the policies, complete this form by entering your name, WID and desired test date(s) and submit this agreement by e-mail or direct to the Test Center at 2323 Anderson Avenue, Suite 102. **We must receive your request at least 10 days in advance of your desired test date to allow for processing and appointment scheduling. LATE REQUEST WILL NOT BE ACCEPTED.**

**Identification:** You are required to present a current and unexpired state or government ID that bears a current photo and signature. K-State students must present their school ID at the time of admission.

**Appointment Scheduling:** You must schedule your appointment at least one week in advance of your desired test date (see below). All cancellations or rescheduling must be completed at least one (1) business day in advance of the scheduled appointment date. To cancel or reschedule an appointment, call 785-532-2957 or e-mail [testing@k-state.edu](mailto:testing@k-state.edu).

**Exam Date (1)**

**Exam Date (2)**

**Exam Date (3)**

**Exam Date (4)**

## Important Test Day Information

### Prohibited items

Personal items are not allowed in the testing rooms. They should not be brought to the Test Center or on Test Center premises. Personal Items not related to testing must be stored in your vehicle or in other secure areas. Items prohibited at the test center by exam sponsors or exam vendors will not be stored on test center premises.

Items permitted at the center, but not in the testing room must be stored in personal vehicles or available secure storage at the center. Be aware that the test center, staff or the university will not be held responsible for loss or damage of personal belongings.

Examinees are not permitted to take the following items into the testing room:

- Cell phones, pagers, beepers, audio or video devices.
- Electronic dictionaries or electronic English language translators.
- Food or beverages (includes water and water bottles).
- Any form of tobacco or tobacco products, alcoholic beverages, illicit drugs.
- Hats and headwear (unless by religious requirement).
- Brief cases, book bags, backpacks, purses.
- Unapproved courseware, books, notes.
- Mechanical pencils.
- Personal laptops, thumb drives, or MP3 recorders.
- Unapproved outerwear, to include hooded wear, hoodies, or other items that may cause a breach of test center security or a security irregularity between the examinee, test center, and the material provided therein.
- Calculators, paper, and pencils are permitted as long as these do not contain any written or typed information, or adaptive recording devices.

### **Privacy and confidentiality**

The privacy and confidentiality of all client personal information is critical. The test center does not maintain personal files on clients; nor is information released to any third party or agency on any client receiving services at the test center. Communication of client information is restricted to the following: the client and the test center, the test center and the test provider, and/or the client and the test provider.

### **Security**

#### **Testing rooms**

The K-State Controlled Test Center (CTC) has security measures in place intended to protect the misuse and alteration of testing material under our control. Our network access to the infrastructure is protected by a firewall protection system. Audio and video taping of examinee information is regarded with confidentiality and privacy.

#### **Test center environment**

Testing services are provided across the K-State campus at locations that are not maintained by the testing center. For this reason, the Test Center cannot be responsible for examinees' personal belongings outside of the testing rooms. No personal belongings are stored in the testing room during testing. Examinees must secure their personal belongings away from the Test Center premises prior to reporting for testing.

#### **Examinees**

No examinee is permitted access to any area of the test center that contains secure test materials or equipment. Safety directions and procedures are visibly posted and available to examinees receiving services at the test center.

#### **Acknowledgement:**

***I have read and consent to all of the above items. Failure to comply with these outlined policies can result in the termination of my test session and may have additional consequences as determined by the instructor, department or Kansas State University.***

*(Print your full name or enter your digital signature here).*