



DELO Testing Centers-
Memorandum of Understanding

COVID-19:

I confirm I have completed the daily health check requirement prior to reporting to campus. The health check is in compliance with the established procedure WKU EHS-20-001 COVID-19 Health Checks.

I confirm I will wear a mask over my nose and mouth during the entirety of my visit at the DELO Testing Centers and the South Campus Academic Wing.

PERSONAL PROPERTY:

Personal belongings are not permitted at your seat. Examples: handbags, backpacks, cell phones, hats, coats, jackets, scarves, watches, sunglasses, etc. If you choose to bring these into the Center they must be placed in the storage area provided. There are no exceptions. The DELO Testing Center **is not responsible for personal property** brought into the Center. Please consider leaving valuables at home.

All electronic devices are strictly prohibited. Examples: Cellphones, Smart Watches, Tablets, etc. Ear pieces must be removed. All such devices must be powered off. Settings of vibrate or silent are not acceptable. Possession of a cell phone or electronic devices on your person even if powered off will be considered a violation of policy, your instructor will be notified, and an incident report will be created.

TESTING MATERIALS:

No additional testing materials will be allowed during testing unless specified by your instructor in writing. If unauthorized materials are found, these materials will be confiscated, your instructor will be notified, and an incident report will be created. Additionally, for online exams, no additional tabs or internet resources should be accessed outside of the testing environment unless specified by your instructor in writing. Any violation of this policy will be reported to your instructor.

If a calculator is allowed during the exam, all personal calculator memory will be cleared by a testing staff member before use during the exam. If you do not want the memory cleared then you will be assigned a Testing Center calculator and may not use your own. If allowed, scratch paper will be provided by the proctor and must be turned in with the test.

CONDUCT:

The Testing Center provides a quiet environment conducive for testing. Avoid distracting others. You are expected to follow instructions given by Testing Center personnel. Please raise your hand and wait for the proctor to come to you if you need assistance during the exam. Do not communicate with anyone other than the proctor.

It is understood that I am not to leave the testing room except in case of emergency. In case of such emergency, I am to deposit the exam papers with the Proctor until I am prepared to resume the testing process.

You will be monitored while taking the exam via a testing proctor, surveillance equipment, and computer monitoring software. Your testing session is being recorded; this footage will be supplied to the course instructor and/or Judicial Affairs upon request when an incident report is filed.

- **I have read and agree to abide by these DELO Testing Center's Memorandum of Understanding.**
- **I understand that failure to follow these Testing Center Procedures, or directions from Testing Center personnel, will be reported to my instructor and may be treated as an act of academic dishonesty. (Information regarding the consequences of academic dishonesty is available in the WKU Student Handbook, Code of Conduct, Academic Dishonesty.)**
- **I understand that Testing Center personnel may end my test session at their discretion.**
- **I understand that the DELO Testing Center is not responsible for my personal property brought into the Center.**

Date

Student Print Name

Student Signature

Course

WITNESSED BY: _____

DATE: _____