

# Exam Notes Accommodation Agreement



Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students with documented disabilities may be entitled to reasonable accommodations to ensure equal access to the institution's academic programs and activities. The Chicago State University (CSU) Abilities Office may approve the accommodation of access to lecture notes for students who provide proper documentation of their need for such an accommodation.

This agreement governs the use of approved lecture notes during examinations as part of a reasonable accommodation and applies to students approved for this accommodation through the CSU Abilities Office.

**Student Name:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

**Course Number(s):** \_\_\_\_\_ **Instructor(s) Name:** \_\_\_\_\_

## **I, the student, acknowledge and agree to the following terms and conditions:**

1. **Purpose of Notes:** I understand that the lecture notes available to me during examinations are intended to support my access to course information while I demonstrate my knowledge of the course content. I understand that the notes are a reference resource and are not intended to provide answers to examination questions.
2. **Prohibited Actions:**
  - a. I will use *only* the lecture notes and materials *approved* for use during the examination.
  - b. I will not use my lecture notes to add, record, or write answers to examination questions or other exam-specific information.
  - c. I will not photograph, copy, reproduce, or otherwise record examination questions or answers for use outside of the examination.
  - d. I will not share examination questions, answers, or other exam-specific information with another person.
  - e. I will not use my lecture notes to access unauthorized resources or communicate with another person during the examination.
3. **Confidentiality:** I understand that any lecture notes or course materials made available to me for use during an exam are intended for my individual academic use. I will not share, distribute, or provide these materials to other students or unauthorized individuals.
4. **Instructor's Rights:** I understand that my instructor may establish reasonable guidelines regarding the use of lecture notes and other approved materials during an examination. I agree to follow the instructor's exam instructions and understand that materials used during the examination may be collected at the conclusion of the exam.
5. **Violation of Agreement:** I understand that failure to comply with these terms may result in the loss or modification of access to this accommodation and may also result in disciplinary action under applicable university policies or regulations.
6. **Use During Exams:** I understand that I may access approved lecture notes during the exam only for the purpose of using my approved accommodation. I understand that my lecture notes may not contain answers to exam questions, completed exam materials, or other unauthorized testing information.

**By signing below, I acknowledge that I have read and understand the terms of this agreement. I agree to follow the requirements outlined above and understand that the use of lecture notes during exams is limited to my approved accommodation.**

**Student**  
**Signature:** \_\_\_\_\_