



CHICAGO STATE UNIVERSITY

Abilities Office STUDENT FORM-Virtual Test Proctoring

Dear Student: It is ***your responsibility*** to be aware of your exam/quiz dates and schedule virtual test proctoring accordingly. Please provide your professor with this form ***at least 2 weeks in advance*** of ***each*** exam/quiz that will be virtually proctored by the Abilities Office.

Visit <https://calendly.com/abilities/testproctoring> to schedule virtual test proctoring appointments

Student UID (900 number)

Student First Name

Student Last Name

Course Number

Course Title

Professor

Professor's email address

Date of test:

Test Completion Time *(please indicate the time that is allowed for students who are not registered with the Abilities Office)*

Student Conduct Attestation

I understand that as a Chicago State University student:

1. I am responsible for adhering to the University's Student Policies and Procedures *Initials:*
2. Students who violate these standards must be confronted and must accept the consequences of their actions. *Initials:*
3. Nothing herein is intended to or shall be construed to limit or restrict students' rights. *Initials:*
4. Academic Misconduct is defined as, but not limited to, the receipt or transmission of unauthorized aid on assignments or examinations, plagiarism, unauthorized use of examination materials, encouraging academic dishonesty or other forms of dishonesty in academic matters. *Initials:*
5. At Chicago State University, students are responsible for the honest completion and representation of their work. *Initials:*
6. In order to prevent abuse of the rights of others and to maintain public order appropriate to the University, students may be subjected to disciplinary action. *Initials:*
7. A student is subject to University discipline for participating or conspiring in the following acts of academic misconduct:
 - **Cheating:** Use or attempted use of any unauthorized assistance in taking an exam, test, quiz or other assignment (University, state and/or national assessment exams are included). *Initials:*
 - **Encouraging Academic Dishonesty:** Knowingly helping or attempting to persuade and/or influence another to violate the University's rules, policies and regulations governing academic integrity. *Initials:*

Division of Student Affairs

Abilities Office

9501 S. King Drive/CRSU 190

Chicago, IL 60628

T 773.995.2380

F 773.995.3563



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- **Fabrication:** Falsification or design of any material or excerpt in an academic assignment or exercise. *Initials:*
- **Submitting Non-original Works:** Submission or attempt to submit any written work authored, in whole or in part, by someone other than the student. *Initials:*
- **Examination by Proxy:** The taking or attempting to take an examination for another student. A violation may be charged to the student enrolled in the course or scheduled to take the exam as well as the student who took or attempted to take the exam for the enrolled student. *Initials:*
- If a student's observed conduct or apparent behavior is such as to lead to suspicion of academic misconduct, the instructor in whose course the alleged infraction occurred may adjust the grade downward (including giving a failure mark (F) for the examination, paper, course or other course related activity in question. In such instances the faculty member shall notify the student, the Department Chairperson and/or Dean, and the Office of Judicial Affairs of the reason for such action in writing. If the facts of the incident are not disputed by the student, the faculty member may elect to resolve the matter at that level by levying a sanction no greater than a failing grade for the course. *Initials:*

Student Signature:

Date signed:

(OFFICE USE ONLY)

Date student form received:

Date faculty form received:

Receiving party:

Receiving party:

Exam scheduled? YES NO

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