

# Distance Learning Agreement

- Distance Learning students cannot make an appointment to take a test until the instructor has submitted a Distance Learning Exam Cover Sheet.
- Distance Learning students cannot take the exam until the Distance Learning Agreement has been signed by both the Instructor and the student, and returned to the testing center. The distant Learner can bring it to the testing center on the day of the exam.
- There is a **\$25** fee for Distance Learning Tests. There is no cost for Northark students, faculty, and staff. Please pay this fee at Student Accounts, room M182, and present a receipt to the Test Proctor during check-in.
- The student or institution must provide self-addressed, stamped envelopes to mail back completed exams or other documents.
- Testers should arrive 5-10 minutes prior to the scheduled test time. If a tester is more than fifteen minutes late, they will be required to reschedule.
- Testers are REQUIRED to provide proof of identification. Acceptable forms of ID include a driver's license or state issued ID.
- Personal items and electronic devices are not allowed in the test room. Lockers are available for personal items that cannot be left at home. Please turn electronic devices completely off when storing them in the provided locker. Please note: Once testing has started, testers may not access lockers until the test is completed.
- Prohibited items include:
  - Purses, briefcases, backpacks, keys and wallets
  - Outerwear (coats, jackets, sweaters, scarves, hoodies, hats, etc.)
  - Reading material, calculators, notebooks (unless they are specifically allowed for the test)
  - Pencils, pens, erasers (unless they are specifically allowed for the test)
  - Watches, necklaces, bracelets (except medical alert bracelets)
  - Food, gum, drinks, candy
- Talking is not permitted in the testing room.
- Tests or provided materials cannot be removed from the Testing Center. The Testing Center provides scratch paper, pencils, and other materials needed. All scratch paper must be turned in at the end of the test.
- Questions should be directed to the Test Proctor on site.
- If you need assistance, while in the testing room, please raise your hand or come to the Proctor Station.
- For your convenience, there are tissues and earplugs provided.
- The Testing Center is closed during inclement weather and holidays, please consult [www.northark.edu](http://www.northark.edu) for updates. Please call the Testing Center (at 870-391-3533) for the latest hours when planning your tests.

*We agree to the above terms and conditions and agree to work with the Testing Center in a timely manner to ensure seating is available for testing.*

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

**Instructor Name:** \_\_\_\_\_

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

**Instructor Signature:** \_\_\_\_\_

**Student Phone:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Student email:** \_\_\_\_\_

**Instructor Email:** \_\_\_\_\_

**Name of class:** \_\_\_\_\_

**Instructor Phone:** \_\_\_\_\_

