

## German-American Institute – Proctoring Examinations

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Steuer-Nr. 241/107/60163

The German-American Institute (GAI) Testing Services are conducted under the following conditions:

### Payment

- Payment must be made on the day of the proctored exam.
- Payment process: Cash only.
- There will be no refund and no exceptions.
- The fee for proctoring services is set at €40.00 for up to 2 hours and €50.00 for 2-4 hours.
- You may request a receipt of payment by the end of your scheduled examination appointment.

### Scheduling an Exam Appointment

- Exams can be scheduled on weekdays from 10:00 – 15:00.
- You are responsible for contacting us to request an appointment date. Please contact us **at least one week prior** to the examination deadline as our staff may be occupied and unable to proctor.
- Exams that require software downloads or special Internet settings may not be compatible with our computer systems. If examinations require specific software programs, please speak to us prior to the examination appointment.
- To schedule an exam appointment, please contact Katya Davis at [Davis@dai-nuernberg.de](mailto:Davis@dai-nuernberg.de).

### **Student responsibilities**

- Students must inform the testing institution of the GAI's terms and conditions for proctoring exams.
- The student must arrive for the exam on time and present a valid passport or ID to the proctor.
- The student is responsible for providing all necessary supplies (pens, paper, calculators, personal laptop, etc.)
- If the test is to be taken online, the student is responsible for making sure the GAI's computing resources are adequate for the test. The student may bring a laptop to take the test if the testing institution allows. The GAI will provide free wireless internet access and an electrical outlet. The GAI cannot provide technical support for the student's equipment.

### **Proctoring Rules**

- We will administer the exam according to the proctoring instructions provided by the home institution.
- Passport or ID must be presented to proctoring staff prior to the exam.
- We do not provide scantrons, pencils/pens, blue books, lined paper or calculators.
- Staff cannot interpret test instructions or assist in technical matters for an online test.
- If the student is caught cheating, the exam will be stopped. The incident will be immediately reported to the home institution.
- Proctoring services may be discontinued for failure to comply with these rules.

### **Permitted Items**

Only items required to complete testing will be allowed in the testing room.

- Valid, unexpired identification
- Admission documentation (to be inspected by proctoring staff)
- Pens, pencils
- Approved calculators
- Medical equipment approved as special accommodation

## **Prohibited items**

Personal items are not allowed in the testing rooms. Personal items not related to testing must be stored in another secure area. Examinees are not permitted to take the following items into the testing room:

- Cell phones, USB drives, or audio/video devices.
- Electronic dictionaries or electronic English language translators.
- Food or beverages (except for water bottles).
- Any form of tobacco or tobacco products, alcoholic beverages, illicit drugs.
- Hats and headwear (unless by religious requirement).
- Briefcases, book bags, backpacks, purses.
- Unapproved courseware, books, notes.
- Personal laptops **(except if permitted by the home institution)**
- Unapproved outerwear, to include hooded wear, hoodies, or other items that may cause a breach of the Institute's security or a security irregularity between the examinee, the Institute, and the material provided therein.
- Calculators, paper, and pencils are permitted as long as these do not contain any written or typed information.

## **Privacy and confidentiality**

The privacy and confidentiality of all client personal information is critical. The GAI does not hold personal files on clients; nor is information released to any third party or agency on any client receiving services at the GAI.

Communication of client information is restricted to the following: the student and the GAI; the GAI and the test provider; and the student and the test provider.

**Waiver of institute liability**

The German-American Institute cannot guarantee an atmosphere conducive to test-taking. The GAI therefore waives all responsibility for test outcomes. The student assumes the risk associated with taking the exam at the GAI. The student understands that neither the GAI nor any of its employees will be held responsible for examination grades that do not meet the expectations of the student. The student bears sole responsibility for the results of his or her work.

If this condition is unacceptable, the examinee is requested to use another testing facility.

By signing this document, you thereby agree to these terms and conditions. If these rules are not followed, the examination will be stopped immediately and will be reported to the home institution.

Date.....

Signature.....

These Terms and Conditions were created using:  
<http://www.avc.edu/studentservices/assess/proctor.html>  
<http://www.k-state.edu/testing/policies/>