



Acknowledgement of Testing Regulations for At-Home Proctoring for Virtual Learners

As legal guardian(s) of _____, I/we agree to take responsibility for ensuring our child abides by all test security measures in taking an at-home, proctored online exam. While taking the online exam, the measures include, but are not limited to:

- Showing any blank scratch paper being used to the camera, at the instructed time(s), prior to beginning the exam, and then shredding it at the end of the test session.
- Removing all cell phones and other unauthorized electronic devices from the testing area.
- Having student stay in the room for the duration of the exam.
- Not allowing any other person in the room unless there is a documented accommodation, approved by both Katy ISD and the testing institution.
- Having the student stay seated at a desk or table for the duration of the exam.
- Removing and not possessing any materials that are not listed on the allowed materials page for the exam you are taking.
- Removing headphones and earbuds, except for exams that require them for listening and speaking parts.
- Turning off all background music and television in/near the testing area.
- Removing any items that conceal the student's face such as hat and/or sunglasses.
- Ensuring student does not access any other browser or tab unless specifically instructed to do so in the exam.
- Following all scholastic honesty policies of the testing institution.
- Not transcribing or distributing any exam materials, including questions.

Failure to abide by any of these rules will result in the invalidation of the exam and a score of 0. No exceptions to policy or appeal will be made as a result of invalidation, and no retesting opportunities will be offered during the testing window.

The signature below acknowledges that these rules have been read, understood, and agreed upon, and are a condition of utilizing at-home online proctoring. **By signing this acknowledgement, you are declining the option to complete the testing at your child's home campus.**

Signature of Parent/Guardian: _____

Date: _____