

Disability Support Services (DSS) Test Accommodation Policies

Introduction:

To help ensure a smooth testing experience, please read this document; if you have any questions, contact your coordinator immediately.

Main Points:

First 1-2 weeks of each semester:

- Call the DSS office (766-3073) to schedule an appointment with your coordinator.
- **Bring all syllabi** to the appointment (these can be copied, emailed to your coordinator ahead of time, or bring an extra copy for your file)

*One week (or earlier) before **each** exam:*

- Fill out the test confirmation form: <https://amacsam.quickbase.com/db/bm24ag5nq?a=nwr>
A clickable link is on our homepage at www.uwyo.edu/UDSS (scroll down to “submit test request”)
Works great on mobile devices!
- It is your responsibility to ensure all test dates are reported correctly to DSS.
- Failure to schedule exams in this time frame may result in you being asked to join your class for the exam.

On-going responsibilities:

- Notify your coordinator of any exams not listed on the syllabi, date changes, or cancellations ASAP.
Do not assume your instructor will tell DSS any of these things.
- Notify your coordinator if you need a computer, internet connection, etc. for the exams.
- Arrive on time and prepared.

Student Responsibilities:

- Coordinate and communicate with DSS regarding issues that may affect their access to university programs and activities in a timely manner, *each* semester.
- Inform DSS coordinator promptly if they disagree with a decision.
- Meet with DSS coordinator to arrange accommodations.
- Confirm all exams one week before the test date. If you do not confirm exams by the deadline, you will be asked to test with your class.

On Test day:

- Arrive to Knight Hall 109 on time. If you arrive late, you must still finish the exam in the allotted time and DSS may contact the instructor for permission to begin if you arrive more than 20 minutes late.
- If you arrive on time, but there is delay in seating you in the testing room, your finish time will be adjusted accordingly.

Exam Room Environment & Academic Dishonesty:

- All coats, back packs, electronic devices (turned **off**), etc. must be left in the main office. Only professor-approved materials listed will be allowed in the exam room.

- Scratch paper is provided; any that is used will be returned to the instructor with your exam. Students must bring their own bubble sheets, blue books, pens, pencils, calculators (if approved), etc. DSS will provide flash drives for computer-based exams; these are to be returned to the office upon exam completion.
- You may be in a room with other students unless accommodations stipulate otherwise.
- Testing rooms are equipped with cameras monitored by DSS staff.
- DSS takes the role of proctor seriously. Any concerns regarding academic dishonesty will be addressed with the student and reported to the course instructor for further action. If found guilty of academic dishonesty while using DSS facilities, case-specific sanctions will be implemented, including possible loss of DSS facilitating test accommodation within our setting.

During an exam:

- DSS will notify you have your allotted exam time; you are responsible for keeping track of your time.
- Snacks and drinks are allowed unless you are using a computer.
- Take care of personal needs before beginning your exam. If you must use the restroom, check in first with the main office staff (room 109 or 128) or *any* coordinator (rooms 3, 11, 12, 18, 103 or 110). Breaks not pre-approved with your coordinator will count against your testing time.
- Testing rooms are tobacco-free (including e-cigs and vaporizers).

Finishing an exam:

- Return *all* materials (exam, scratch paper, etc.) to the DSS office.
- You may not leave the DSS office until 10 minutes after the rest of the class has started the exam. You will not have access to cell phones, internet, etc. during this time.
- DSS will return your exam to your instructor. You may call DSS to confirm the return of the exam.

Missed/Make-up exams:

- DSS will only schedule makeup exams or alternate exam times with instructor permission.
- If you miss, or anticipate missing an exam, contact your *instructor* first. If permission is granted, call your coordinator to schedule a time to make up the exam.
- If you do not show up for a scheduled exam, it will be returned to the professor barring other arrangements.
- Accommodating tests uses many DSS resources-please avoid unnecessary rescheduling.

Final exams:

- Finals week is very busy. Coordinators will contact students in the weeks prior to finals to confirm remaining exam dates and times. Students are responsible for confirming all exams to be taken at DSS and to notify their coordinator of any subsequent changes in final exam plans.
- If you have time conflicts for final exams, i.e. one overlapping with another, contact your coordinator for assistance.