

Disability Support Services Testing Center

Information for Instructors

- [Exam Administration Form](#) is now online.
- All exams should be delivered at least 24 hours in advance.
 - DSS needs time to reformat exams for accessibility.
 - Can be delivered in person, through email or through [the online EAF](#).
- All completed exams can be either delivered by DSS employee or picked up in the DSS office.
- Student should bring any manipulatives/supplies needed. (i.e. pencils, erasers, extra paper, scantrons, calculators, protractors, mirror, periodic table, etc.)
- Seating is limited to 12 seats per time slot
 - Please allow flexibility for students to schedule.
- DSS requires a two (2) full business day notice from the student to schedule an exam. (12 hours' notice for summer/intersession classes)
- Walk-ins are allowed. If we have the exam and an open seat, the student may take the exam without an appointment, on a first come-first served basis.
- If a student has any symptoms of illness, they will NOT be allowed to test that day.
 - Their exam will need to be rescheduled.
- Testing is open to start on the hour, every hour, from 9am to 4pm. (10-4 on Wednesdays)
 - Summer: Closed Fridays
 - Fall and Spring Finals starting times are 8:30 am, 11:00 am and 1:00 pm.
 - If a student is 15 minutes or later, they must reschedule per Exam Administration Form instructions or speak with their instructor to make other arrangements.
- All exams must be completed by 4:45pm.
- Photo ID is required - no exceptions!
- For a student to schedule an exam with DSS, the below factors must exist:
 - Students are required to take the exam on campus in which the instructor is proctoring;
 - Students are required to take the exam at the same time/date/location;
 - Student has a current DSS accommodation letter outlining exam accommodations; and,
 - The instructor is unable to provide the accommodation(s) in their respective area.

Note: Should all classes go to a virtual format, the DSS Testing Center will be closed. Any exam accommodations will need to be made available by the instructor in the platform of their choosing to finish out the semester.

Questions should be directed to 405-974-2525 or dssl@uco.edu.