

# Disability Support Services Testing Center

## Information for Students

- Student must bring their own personal testing supplies: pencil, eraser, extra paper, scantron, calculator, periodic table, protractor, mirror, etc.
  - DSS will have headphones and disposable earplugs available.
- Seating is limited to 12 seats per time slot.
- Lockers are available, but locks will not be provided. You may bring your own lock for use during exams.
- DSS requires a two (2) full business day notice to schedule an exam. (12 hours' notice for Summer/Intersession classes)
- Walk-ins are allowed. If we have your exam and an open seat, you may take the exam on a first come-first served basis.
- Students testing will use restroom in back hallway as needed.
- Testing is open to start on the hour, every hour, from 9am to 4pm. (10-4 on Wednesdays)
  - Summer: Closed Fridays
  - If you are 15 minutes or later, your exam will be rescheduled per instructor's directions.
- All exams must be completed by 4:45pm, so be careful to schedule accordingly.
- If you have any symptoms of an illness, you will need to reschedule your exam.
- IDs will be 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 [dsslab@uco.edu](mailto:dsslab@uco.edu).