

# **Fall 2020 Disability Support Services Testing**

## **Center Information for Instructors**

In order to keep the UCO community safe during the COVID-19 pandemic, Disability Support Services has made some changes to our Testing Center procedures.

### **Changes in Procedures:**

- Updated Exam Administration Form for this Fall. See DSS homepage for updated Exam Form.
- All exams must be emailed or faxed. No hand delivered exams.
- All completed exams will be scanned and emailed to the instructor. NO DELIVERIES!
  - Physical copy, if desired, will be sent through campus mail.
- Student to bring any manipulatives/supplies (i.e. pencils, erasers, extra paper, scantrons, calculators, protractors, mirror, periodic table, etc.) needed.
- Seating is limited to 6 seats per time slot so please allow flexibility for students to schedule.
- No walk-ins allowed for the Fall 2020 semester.
- If a student has temp of 100.3 or above, or shows any symptoms of COVID-19, they will NOT be allowed to test that day and their exam will need to be rescheduled after corresponding with the instructor.

### **Procedures that remain the same:**

- DSS will still require a 2-day notice from the student to schedule an exam.
- Exams to be delivered 24 hours in advance to DSS (dsslab@uco.edu).
- Testing is open to start on the hour, every hour, from 9am to 4pm. (10-4 on Wednesdays)
- All exams must be completed by 4:45pm.
- IDs will be required, no exceptions!
- If a student is 15 minutes or later, they must reschedule per Exam Administration Form instructions.
- 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 the campus close or 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).