

Fall 2020 Disability Support Services Testing

Center Information for Students

Due to Covid-19, we have made some changes in the Testing Center at DSS. These changes are being made for the health and safety of all students, faculty and staff. Many procedures will remain the same.

Changes to procedures:

- All students must have their temperature taken before being allowed in the testing room.
 - If temp of 100.3 or above, or shows any symptoms of COVID-19, you will NOT be allowed to test that day and your exam will need to be rescheduled after corresponding with your instructor.
- 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 6 seats per time slot. (If you sign up and no longer need your spot, be sure to cancel so someone else can schedule. Please don't just "no show".)
- Lockers are available, but locks will not be provided. You may bring your own lock for use during exams.
- No walk-ins allowed for the Fall 2020 semester.
- You will need to clean the desk and seat before and after your exam. (Wipes will be provided)
- UCO approved face masks must be worn at all times in the DSS Testing Center area.
- Students testing will use restroom in back hallway as needed.

Procedures that are the same:

- DSS will still require a 2-day notice as normal. See DSS homepage to register for an exam.
- Testing is open to start on the hour, every hour, from 9am to 4pm. (10-4 on Wednesdays)
- 15 minutes or later arrival: will be rescheduled per instructor's directions.
- All exams must be completed by 4:45pm.
- 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 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.