

Fall 2021 Disability Support Services Testing

Center Information for Instructors

sChanges in Procedures:

- [Exam Administration Form is now Online!](#)
- Exams may be delivered to DSS through
 - Online Exam Administration Form
 - Email (dsslab@uco.edu)
 - Hand Delivery (NUC, room 305)
- All completed exams will be returned via
 - Instructor Pick up
 - DSS Delivery on campus
- Student should bring any needed manipulatives/supplies (i.e. pencils, erasers, extra paper, scantrons, calculators, protractors, mirror, periodic table, etc.)
- No walk-ins allowed

Procedures that remain the same:

- DSS will still require a 2-day notice from the student to schedule a regular exam. Final exams must be scheduled no later than noon on December 6, 2021.
- Exams to be delivered 24 hours in advance to DSS.
- Testing is open to start on the hour, every hour, from 9am to 4pm. (10-4 on Wednesdays)
 - Finals week – 8:30am, 11:00am and 1:00pm
- 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.
- If a student is sick, they will be referred to the instructor to reschedule.
- 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 during this timeframe.

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