

# **Fall 2021 Disability Support Services Testing**

## **Center Information for Students**

### **Changes to procedures:**

- 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.
- Lockers are available, but locks will not be provided. You may bring your own lock for use during exams.
- No walk-ins allowed
- DSS encourages you to wipe down the desk and seat before and after your exam.
- Students testing will use restroom in back hallway as needed.

### **Procedures that are the same:**

- DSS still requires a 2-business day notice for regular exams. Final exams must be scheduled by noon on December 6, 2021.
- Testing is open to start on the hour, every hour, from 9am to 4pm. (10-4 on Wednesdays)
  - Finals Week: 8:30am, 11:00am, 1:00pm
- 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!
- If you are sick, please get with your instructor and DSS about rescheduling.
- 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](mailto:dsslab@uco.edu).