**University of North Alabama**

**Disability Support Service (DSS)**

**Student Responsibilities for Testing**

Students who desire disability-related testing and classroom accommodations must be registered with the Disability Support Services (DSS). Once registered, students who are approved for testing accommodations should follow the process outlined below.

The provision of accommodations is a shared responsibility between the student, faculty members, and the Disability Support Services. Discuss testing accommodations with your professors as early in the semester as possible to explore solutions to scheduling conflicts or other logistical problems. **Remember, faculty are not obligated to provide accommodations until receiving a student's Accommodation Letter**.

# Options for Test Administration with Accommodations

Students have several options for testing with accommodations including:

1. In the DSS office, scheduled at a professor-approved time. It is expected that students' tests will be scheduled at the usual class time, unless this would interfere with class attendance or other academic demands, or occur outside regular DSS business hours.
2. With the rest of the class, at the regularly scheduled test time and location
3. With professor/proctor at a mutually agreed upon time/location (e.g., the instructor's office/department, vacant classroom, etc.)

# Guidelines for Testing at the DSS

**DSS Testing Area Operating Hours:**

**Monday Tuesday, Wednesday and Friday 8:15am – 4:00pm**

**Thursday – 8:15am – 2:15pm**

**We do not start test at 12:00pm (we can start 11:30am or 12:30pm)**

1. Students should meet with DSS Staff at the Start-of-Term Meeting to discuss accommodations and for faculty to receive electronic notification of approved accommodations.
2. Students who opt to test in the DSS Testing area must schedule each test as early as possible. Test scheduling, changes and updates for daytime tests, other than final exams, **must be made at least 48 hours {2 business days) prior to test time. Final exam appointments should be scheduled at least two weeks prior to the test date.** Students are expected to adhere to this timeframe in order for the testing process to proceed smoothly and efficiently.
3. Notification of cancellations should be made to the DSS office as soon as the student is aware that he/she will not be testing.
4. Exam appointments may be arranged or cancelled by contacting DSS
   * by phone at **256-765-4214**
   * by e-mail at [**dss@una.edu**](mailto:dss@una.edu)
   * in person at **111 Guillot University Center**
5. Students are expected to test at the same time as their class, unless a conflict exists. For alternatives, refer to the section above, ***Options for Test Administration with Accommodations.***
6. Professors will be notified if a student fails to take a scheduled exam.
7. **Arrive five minutes before your time for testing.** Tardiness, up to 10 minutes, will result in reduction of testing time. Students who are more than 10 minutes late will be permitted to test at the DSS **only** with the approval of their professors.
8. Students should arrive with all items needed to take the exam, including pens, pencils, approved calculators, etc.
9. **If the professor permits scratch paper, it must be provided by either the professor or the DSS. Students will not be permitted to use their own scratch paper. The need for specialty paper will be addressed on a case­ by-case-basis. If required, "blue books" must be provided by the student, but will be examined by DSS staff prior to the start of the test.**
10. Personal items such as book bags, cell phones, hats, purses, etc. must remain outside the testing room in the designated storage units. The DSS is not responsible for personal belongings. **No hats or hoods to be worn during testing. No smart devices (phones, watches, ear buds) allowed in the testing area without professor or DSS approval.**
11. Food and drink are not allowed in the testing area unless it is an approved accommodation.
12. Students will be audio/video-recorded while testing, and are subject to all university codes of conduct. Violations of academic integrity will be reported to the student's professor and to the Student Conduct.

**By signing this form, I verify that I understand and will comply with the process outlined above.**

Student Name (Printed)

Student Signature Date

DSS Staff Member Signature Date

**Stud, Inst. For Test Acc-Rev. 2/19/18,scl11/18/2020**