

DISABILITY SUPPORT SERVICES

Contract for Students Utilizing DSS Testing Accommodations

1. Tests are by appointment only and can only be made in person or by email. Phone appointments will not be accepted.
2. Test appointments must be made at least 48 hours* (two business days) in advance of the testing date. “Day of” or “walk-in” arrangements may not be accommodated.
***ALL APPOINTMENTS FOR CLASS FINAL EXAMS MUST BE SCHEDULED TWO WEEKS IN ADVANCE OF THE SCHEDULED TEST DATE.**
3. **Students should always take tests on the same day and time as other students in their classes.** Responsible use of your Priority Registration Accommodation should ensure that your schedule will allow for your extended time. Extenuating circumstances regarding the time a test is taken should be arranged in advance with the instructor **and** DSS. This date and time must be reflected on the goldenrod form (see next point below).
4. The DSS Testing Facilitation form (goldenrod form) must be brought to the instructor at least one week in advance of the testing date. After the instructor completes this form, students should review this form with their instructor before it is submitted to DSS and sign it as an acknowledgement of having reviewed the form. **Discussion of this form will not take place on test day as DSS staff will follow all instructions on this form as submitted.**
5. Students approved for other class test accommodations, please note:
Appointments must also be made at **least one week in advance to reserve a private room, or a computer, or to request a test in an alternate format.** *If a test requires alternate media formatting, please ensure the instructor delivers it to the DSS Testing Center at least one week prior to the test date.* It is the **student’s** responsibility to ensure that all materials and arrangements are ready and in place prior to the test appointment time. **DO NOT ASSUME – MAKE SURE!**
6. Students should plan to arrive at least 5 – 10 minutes early so testing can begin on time. If students are late for testing appointments, the time difference will be deducted from the total allowable testing time. As in the classroom, the test clock starts at the appointment time even if the student is not present.
7. We do not supply Scantrons, calculators or other testing materials. Please come prepared.
8. Audio and video monitoring of the test area is conducted at all times. If any academic dishonesty or unethical behavior is detected, the test will be collected, the testing session stopped, and the incident will be reported to the instructor. DSS testing services may be suspended.
9. Testing hours: Mon, Wed, Thu, 8:00 am – 4:30 pm; Tues, 8:00 am – 6:30 pm; Friday, 8:00 am – 11:30 am. (See the Testing Staff to make arrangements to take a class test outside of regular DSS testing hours.)
10. Noncompliance with policies and procedures could lead to suspension of testing services.

Student’s Signature

Date

Note: Instructors have the option of providing the prescribed accommodations themselves.