

Accommodation Guideline: Testing with Disability Services

A common accommodation for students with a variety of disabilities includes testing in a non-distracting environment away from the classroom. This will most commonly occur in the Office of Disability Service (ODS), but can include other locations, such as the instructor's office.

To test with the ODS, students **must** be registered with the ODS. Students are required to schedule exams with a minimum of two (2) business days in advance. For final exams, students are encouraged to schedule at least three (3) to four (4) weeks in advance. Seating is limited. Exams not scheduled in advance may result in having to reschedule for a later date and time with the instructor's consent. Students are also required to notify their instructors at least two (2) business days in advance from the time the exam is scheduled to be given in the class that they will be testing in the ODS.

All exams must be taken within the ODS' business hours. Students cannot take exams at a different date or time without the instructor's consent. Students must arrive promptly at the time the exam is scheduled. Tardiness could result in a reduction of the overall time allowed for the exam or rescheduling to take the exam on a later date and time with the instructor's consent. All materials used when taking an exam must be listed in Exam Instruction form.

The ODS strictly adheres to the UHD Academic Honesty Policy (PS. 03.A.19). All testing locations within the ODS are monitored with cameras and/or live proctors. All violations of the UHD Academic Honesty Policy will be immediately reported to the instructor.

Student Procedures

1. Students must schedule each exam with the ODS at least two (2) business days in advance for non-final exams, and at least three (3) to four (4) weeks in advance for final exams. Exams may be scheduled Online (<https://www.uhd.edu/student-life/disability/Pages/disability-current.aspx>)
2. Students must notify their instructors at least two (2) business days in advance that they will be taking the exam with the ODS.

Instructor Procedures

1. Instructors **must** fill out the Alternative Testing Agreement Form you can find the link to this form in the student's Accommodation Letter.
2. Instructors must complete the Exam Instructions and submit with **each** exam Students cannot complete this form.
3. Instructors should deliver exams at least one (1) business day in advance. Exams may be uploaded to the link you received when the student requests to take their exam or you may drop it off in our office. Before dropping off exams **The Exam Instructions form must be fill out before our office can accept the Exams.**