



Disability Services for Students
Student Center 118
Phone (956)326-3086; Fax (956)326-2231

TESTING ACCOMMODATIONS

\_\_\_\_\_ is a student with a documented disability, who is authorized to receive testing accommodations through Disability Services for Students (DSS). Testing accommodations are determined on an individual basis and may include: extended time to complete examinations and quizzes; a testing location minimizing distractions; use of special equipment such as computers, magnifiers, braille, readers, scribes, and/or alternate formats such as taped or oral exams. If you have any questions or concerns, please contact us. If you have been given this form, it should be accompanied by a form entitled, Memorandum to Faculty, indicating the specific details of this student's testing accommodations.

Students are required to complete a DSS Registration Form and submit appropriate documentation to the DSS Office for initial services. Students are required to renew accommodations every semester for services.

DSS will generate an academic accommodation letter entitled, Memorandum to Faculty to be provided to the students for delivery to his or her professor, which identifies the student as being eligible for testing accommodations.

- \*\*Exams that require the handling of chemicals, specimens, or special equipment for laboratory courses may be accommodated in lab classrooms.
\*\*Exams that require oral components (EX: International language courses) may be accommodated during Instructor's office hours or at the testing center with the use of an audio recorder and proctoring by DSS Coordinator.
\*\*Students are allowed to test in class with their peers if they choose to do so and do not require notifying the DSS office. In doing so, extra exam time might not be applicable in the classroom due to classroom schedule use unless other arrangements are made with faculty.

Testing Procedure

- 1. It is my responsibility to contact the professor to make arrangements for scheduling exams with the DSS office.
2. When exams or quizzes are to be administered by DSS, it is my responsibility to contact the DSS office and schedule the test.
3. Exams should be administered during regular class time unless an alternative time is approved by the DSS Coordinator and professor to ensure that adequate accommodations are met.
4. I understand that exams must be scheduled AT LEAST 48 hours in advance at the DSS Office to make certain that faculty is notified and a test is ready to be administered.
5. Faculty will be notified via email requesting an exam immediately after DSS students make a formal request for exam accommodations.
6. The University Testing Center will be notified about the student's exam accommodation. The University Testing Center's hours of operation for DS students are as follows: Monday-Friday 8:30am (earliest to start an exam) to 4:00pm (exams must be finished).
7. Exams may be delivered to the DSS office by the faculty personally, by facsimile, or E-mail. DSS staff may also pick up the exam from faculty. Exams will not be accepted if the student brings the exam to the DSS office.
8. The DSS office or the University Testing Center will proctor exams following professor's instructions.
9. If I fail to take the test as arranged, I will have to discuss any make-up options with the professor.
10. If I do not arrive on time for my scheduled exam, after 15 minutes the exam will be returned to the professor blank.
11. The DSS office does not endorse students taking tests home unless the professor states it is a take-home test for all students in the class.
12. All exams are locked in a secure place while in the DSS office or University Testing Center.
13. While testing, I will not be permitted to have any personal belongings or cell phones. Lockers are available at the testing center so that the student can secure personal belongings/cell phone. Students will be monitored while testing.
14. Upon completion, the exam will be placed in a sealed envelope with DSS staff signature on it and then returned to the professor. Exams can also be delivered to department staff assistants. The professor will receive an email delivery confirmation of the completed exam.

The Office of Disability Student Services is open Monday, Tuesday, Wednesday and Thursday from 8am-5pm and Friday from 8am- 3pm.
\*\*Service hours subject to change due to summer business hours and holidays.

I read and understand my responsibilities as a student under this policy of Disability Student Services.

Signature of Student Date Signature of DSS/SCS Administrator Date