

## DSSC TEST PROCTORING

According to Section 504 of the Rehabilitation Act of 1973, “students with documented disabilities may request modifications, accommodations or auxiliary aids which will enable them to participate in and benefit from all post-secondary educational programs and activities.” This is confirmed and strengthened by the American with Disabilities Act (ADA) of 1990. The Disability Support Services Center provides assistance to students who have a documented disability whose current functional limitations negatively impact their academic performance.

### DSSC HOURS

8:00 AM - 5:00 PM, Monday through Friday

### RESPONSIBILITIES

1. The completed DSSC Test Proctoring Form and Exam must be completed and delivered at least three (3) days prior to exam time.
2. If the student does not arrive within 15 minutes of the scheduled starting time for a test, the test will not be administered and will be returned to the instructor. If prompt arrival is not possible or an emergency takes place, please contact professor and the DSSC as soon as possible.
3. Students may not start testing at a different time than that which the instructor has indicated on the exam proctoring sheet, unless prior written approval of the instructor has been obtained and forwarded to the DSSC.
4. If the testing date changes after submission of the Test Proctoring Form, DSSC must have instructor confirmation and approval.
5. A professor may choose to provide the required accommodation him/herself. In this case, the alternate test arrangement must ensure appropriate accommodations are made.
6. Instructors must indicate date and time of when exams will be picked-up.
7. All exams must have proctoring forms attached and completed.
8. No cell phones, planners, pagers, IPOD's, MP3's or other personal data devices may be used during testing or allowed in the testing room.
9. All instances of academic dishonesty that takes place in the DSSC will be immediately reported to the professor. For more information about the academic dishonesty policy, obtain a copy of the Student Handbook in the Office of Student Life and Engagement Main Building 09H.

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Student name

Student signature

Date

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Faculty name

Faculty signature

Date



**DSSC TEST PROCTORING FORM**

*Exams shall be taken at the same time the class meets, with the exception of evening classes or prior special permission of the instructor. To ensure the integrity of the testing environment, students may not take any personal belongings into the testing area unless otherwise specified by the instructor.*

**PART I: Completed by instructor.** Please complete and attach this form to the exam and deliver to Disability Support Services Center, Main Bldg., Room 260 at least three (3) days prior to the test date. Please make arrangements to pick up your exam.

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Instructor name: \_\_\_\_\_ Course/title/index: \_\_\_\_\_  
 Exam date: \_\_\_\_\_ Exam time: \_\_\_\_\_  
 Test time allotted for the class: \_\_\_\_\_

**Instructions to Disability Support Services Center:**

Closed book: \_\_\_\_\_ Open book: \_\_\_\_\_ Notes: \_\_\_\_\_ Calculator: \_\_\_\_\_

**Special Instructions or Notes:**

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Instructor pick-up date and time \_\_\_\_\_

**PART II: Completed by Disability Support Services Center Staff**

Extended time: \_\_\_\_\_ 1.5x class allotted time \_\_\_\_\_ 2x class allotted time  
 Time exam started: \_\_\_\_\_ Time exam ended: \_\_\_\_\_

**Violations of Student Code of Conduct:**

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