Test Protocols

FOR STUDENTS:

- Students must meet with instructors during office hours to agree on how test accommodations will be arranged.
- Quizzes are not generally accommodated.
- If instructor approves to take tests at DSS, it must be scheduled AT LEAST 7 days in advance of the test date!
- Exams must be at the same time at the class: If a test is scheduled at a different time, approval by the instructor in writing to DSS is required (an email is fine).
- Instructors are not required to provide accommodations WITHOUT ADVANCE NOTICE.
- Instructors must complete the DSS Exam Submission Form at the DSS Website for each exam to be taken at DSS. If the form is not submitted, DSS will not be able to administer the exam.
- *There is no walk-in testing allowed*

Security procedures on the day of the exam at DSS:

1. Have a photo id and show it for every exam at DSS. No exceptions.
2. Turn off any phones or devices and leave it in a cubby during an exam.
3. Empty pockets prior to going into the testing room.
4. No hoods are allowed to be worn while taking an exam.
5. No purses or wallets may be taken into a testing room.
6. Watches are not allowed in the testing, even if not a smart watch. Clocks are available should keeping track of time be a concern
7. There is video monitoring in each testing room at DSS.

Final Exams:

Final exams scheduling opens for Fall and Spring semesters the day **AFTER the last day you can withdraw from a class without penalty.** ALL scheduling for final exams will close **14 days prior to the start of final exam week with no exceptions.**

Due to limited testing space, room reservation will be by first-come, first-served basis. Testing times during the Fall and Spring are at 8, 11, 2 and 5 Monday through Thursday and 8, 11 and 2 on Friday for make-up exams. Please make sure your instructor has filled out the DSS Test Submission Form when they send their exam to DSS. DSS is only open evening during final exam week in the fall and spring semesters.

If you only need extended time and quiet room – please schedule your exam at the Overflow Room as the rooms at DSS are for students with specialized accommodations such as accessible technology, readers or scribes, etc.

Please call the main office should you have any questions or concerns. (269) 387-2116 or email at dss-exams@wmich.edu
REQUESTING TEST ACCOMMODATIONS
Professor/Instructor Responsibilities

Accommodations for tests requires pre-planning to ensure that students and professors are in agreement as to how the accommodations will be provided. Accommodations must be provided when given reasonable advanced notice. **Students are to meet with instructors** to agree to how the accommodations will be provided.

Determine where the individual quiet room will be:

-- In the department – conference room, empty office, etc.
-- In an empty classroom near the class – late afternoon and evening classes only
-- At DSS* – Tests must be at the same time as the class unless approved and DSS is notified (student must reserve space seven or more days prior to the test)

*Provide detailed instructions about the test for DSS by completing the faculty submission form, which is available on the DSS website:

   http://wmich.edu/disabilityservices/resources/faculty-resources

Include:

-- Name(s) of students approved to take tests at DSS
-- Materials students may have in the test room
   scantron and/or write on test
   calculator allowed for any, all or no parts
   blue books or scrap paper (turned in with test or kept)
   open book, class notes, formula pages, periodic table,

-- Send test to DSS via:
   fax to (269)387-0633
   email to DSS-Exams@wmich.edu
   hand deliver to Woodlawn Place 2210 Wilbur across from Rood Hall

-- Instructions as to how the test is to be handled once completed:
   -- What is to be returned
      test only, scantron only, or both and what other materials are expected
   -- Scan and email test to provided address
      exams will be shredded once scanned
      OR
   -- When and who will pick up the test

**DSS takes the security of each test seriously.** Tests are kept under lock and key. DSS staff escort students to rooms and verify the correct test, course number and instructor. Surveillance is maintained both by camera and staff monitoring feeds and walking the halls. Completed tests are either returned per instructions or held in a locked drawer until pick-up by the professor or designee.

**ALL TESTING ROOMS AT DSS HAVE VIDEO SURVEILLANCE**

Nothing is allowed in the testing rooms unless authorized by instructors or are approved accommodations. No cell phones, book bags, back packs, watches, purses or wallets. Coats and jackets must be removed. Hats and caps will be inspected but may be worn as long as the bill is to the back. Hoods may not be up. Please inform DSS of any other restrictions expected.