REQUESTING TEST ACCOMMODATIONS

Students approved for alternative testing must meet with instructors during office hours or by appointment to arrange mutually agreeable accommodations. Quizzes are generally not accommodated. If approved to take tests at DSS, at least seven (7) days in advance of the actual testing date. Exams must be scheduled at the same time as the class unless otherwise approved by your instructor. Instructors are not required to provide accommodations without advanced notice.

**Students:** Meet with your instructors at the beginning of each semester during office hours or at another agreed upon time to present your accommodation card. Determine arrangements of time, room and test delivery.

- If approved to reserve a testing room at DSS, go online to DSS-Accommodate within seven (7) days in advance of testing date to schedule. Please be prepared to enter the date and time of the test, course and professor. Let us know if you will need a computer, reader, scribe or CCTV.

**Instructors:** Students are to discuss the accommodation requests with you at the beginning of the semester and again when new tests are announced. It is the student’s responsibility to arrange for their accommodations. When given reasonable advanced notice, the accommodations must be provided. Requests for extended time and/or quiet room may be accommodated in several ways:

- Allow the student to take the test in the department conference room or other quiet area.
- Allow the student to find an empty room near the course classroom.
- Allow the student to make arrangements with DSS. During the regular semester, tests must be scheduled at the same time as the class, unless otherwise approved. DSS is open Monday through Friday 8 to 5. Final exams at DSS at the overflow location will be scheduled at 3 hour intervals and, therefore, may not be at the same time as the announced times for finals. Tests may be faxed (7-0633), hand delivered to our office at 2210 Wilbur St, or e-mailed to Test Coordinator, Jen Lawson @ DSS-Exams@wmich.edu. Please indicate what materials a student has permission to use in the testing room, as nothing is allowed unless specifically stated by you. Tests will be returned to your department unless otherwise notified. Our testing protocol is available upon request: Jennifer.Lawson@wmich.edu

**DSS:** Once a student has made arrangements for testing accommodations at our facility, DSS follows strict security procedures to ensure the integrity of the test. Tests are kept under lock and key, carried by DSS staff into the testing room, then returned to the locked cabinet upon completion and returned to your department as soon as possible. DSS will provide reader/scribe services if that is warranted. If testing is to occur in the department office or other room, the reader/scribe will meet the student there.

**FINAL EXAMS:**

Due to limited testing space, room reservation will be by first-come, first-served basis. Please make arrangements at least business days before exam week. No walk-in testing will be allowed. Testing times are 8, 11, 2 and 5 Monday through Thursday and 8, 11 or 2 on Friday. Be sure to inform your instructor that your test may begin at a different time than the scheduled time for the course. DSS is only open evenings during final exam week.