SSCC Office of Disability Services
Assistance and Testing Room Regulations

The Office of Disability Services (ODS) provides space for testing accommodations, work stations for students who need reduced-distraction testing, extended time on exams, orally administered tests, readers, and/or scribes. The hours of operation are 7:45 a.m. - 5:30 p.m. Monday through Thursday and 8:00 – noon Friday. If a student and an instructor need the staff to administer exams and/or assignments, the student must make the request at least two (2) days in advance for a regular exam and five (5) days in advance for a mid-term or a final to ensure proper accommodation. The exam and/or assignment must be delivered to the ODS prior to the student’s scheduled exam time. Proctored exams may or may not coincide with class exams, depending on student class scheduling and available proctors. Every attempt will be made to schedule exams during the regular class time. Any changes in times must be discussed with the instructor.

Some basic rules for these services include the following:

- Students must schedule exams with one of the ODS staff members.
- Students should be prepared to present photo ID to the proctor.
- The ODS Testing Room is designated as a quiet and reduced-distraction area. Silence needs to be maintained at all times. Only people who have permission should be in the ODS room.
- On the day of the exam/test/quiz/assignment, students must arrive at ODS on time. Students who are late will experience an automatic reduction in their allotted scheduled time.
- Assignments will be collected when the time allotted has expired.
- Students who show up 30 or more minutes late for a scheduled appointment will not be allowed to take it without written or personal permission from their instructor. The assignment will be returned to the instructor.
- Students are not allowed to leave the testing room without permission from the ODS staff. Emergencies or restroom breaks will be noted and will count toward the allotted test time.
- No food or drink is permitted in the testing room without permission.
- All hats are to be checked or removed before entering the testing room.
- All books, notes, backpacks, cell phones, purses, personal belongings, or things not required for the exam will be stored in an assigned secure location.

A formal and complete list of the rules and expectations is signed by the student during the intake meeting. For more information contact the ODS at 205-391-2983