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 Monday – Thursday 7:45 until 5:30 and 8:00 – 12:00 on Fridays. If a student and an instructor need the staff to administer exams and/or assignments, the student must make the request at least 2 days in advance for a regular exam and 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 test 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.

Some basic rules for these services are as follows:

Students must schedule exams with one of the ODS staff members.

Students are required 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 work assignments should be present.

On the day of the exam/test/quiz/assignment, students must arrive at ODS on time. Students who are late to the exam/test/quiz/assignment will experience an automatic reduction in their allotted test time.

Exams/tests/ quizzes/ assignments will be collected when allotted time has expired.

Students who show up 30 or more minutes late for a scheduled exam/test/quiz/assignment will not take it without permission from their instructor. The exam/test/quiz/assignment will be returned to the instructor.

Missing a scheduled exam/test/quiz/assignment at the ODS will be treated as a no-show for the in-class exam/test/quiz/ assignment.

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 removed before entering the Testing Room.

All books, notes, backpacks, cell phones, purses, and personal belongings will be stored in an assigned secure location.