

# UNIVERSITY OF MIAMI

## Office of Disability Services    TESTING POLICIES

**Students receiving testing accommodations must abide by the following:**

- **Provide official Professor Memo to faculty within the first week of the semester.** Failure to provide this to instructors well in advance may impact the availability of accommodations. It is the student's responsibility to discuss testing accommodations prior to each exam. Professor memo will be available on Accommodate after semester request is approved by ODS.
- **Instructors may provide testing accommodations to the student.** The Office of Disability Services provides proctoring services for faculty, **Monday-Friday at 9am, 11am, 1pm, and 3pm**, subject to availability. Exams are scheduled through Accommodate based on seat availability. The system will only show available dates and times. Instructors must approve exams within **72 hours** of the request or ODS will cancel the request.
- **Each student is responsible for the approval and scheduling of their exams with 7 days advance notice. Please contact ODS for the deadline to schedule final exams.** Final exams are only proctored at 8:00 AM and 1:00 PM. Final exams requiring double-time accommodations are only proctored at 8:00 AM.
- **Exams must be taken on the same day as the exam is given in the class unless specifically approved by the instructor.** Students may be held at the office until the class begins their exam. Please speak with your instructor to inquire about any specific requirements.
- **Students must arrive on time for exams. Students arriving more than 30 minutes late for an exam will be directed back to the professor to reschedule the exam.**
- **No personal materials are allowed in the testing room.** This includes: food, mobile phones, calculator covers, watches, electronic devices, pens, pencils, bags, wallets, backpacks, purses, books, coats, and any other personal items. ODS has a limited number of lockers for students to store belongings during exam. ODS is not responsible for guaranteeing the availability of a locker. You will be asked to empty and turn all pockets inside-out to ensure nothing is in them.
- **Testing rooms are monitored by cameras to insure compliance with the University Honor Code.** Students will be asked to sign an ODS Honor Code before each examination.
- **Students are not permitted outside the testing area once an exam has begun.** Students should take care of personal needs before entering the testing room. Should you become ill during your exam, please see ODS staff immediately.
- **Students are expected to conduct themselves in a calm and professional manner.** Student must submit their exam at the scheduled ending time or when prompted by staff. Failure to surrender an exam and cease working will be reported to the instructor and/or Dean of Students. Students exhibiting academic misconduct or causing disruptions in the testing rooms will be reported to the instructor and/or Dean of Students. Students are expected to leave the testing room quietly and not cause disruptions when taking an exam.
- All testing policies and procedures can be found on our website at: [www.camnercenter.miami.edu](http://www.camnercenter.miami.edu)

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I acknowledge that I have read and received a copy of the University of Miami Office of Disability Services Test taker Accommodation Roles and Responsibilities form. I further acknowledge that I have read and understand these guidelines. I will abide by these guidelines and inform ODS in advance of any circumstances that may cause a deviation from them.

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Print Student Name

\_\_\_\_\_  
Student Signature

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Date