



**Students agree to the following when using testing accommodations:**

- **Students are eligible to schedule exams for in person courses or hybrid courses where the exams are administered in person and on campus.** Students in remote status or enrolled in online classes must coordinate testing accommodations with faculty through Blackboard, Respondus, Zoom, or other platforms. The Office of Disabilities has limited proctoring support for online exams. Students or faculty expecting to need this support must be in touch with the office directly within the first two weeks of the semester.
- **Students must submit a Semester Request through Accommodate every semester** and obtain an updated Professor Memo that reflects the current term. Students are required to share a copy of the Professor Memo with faculty if they intend on using any accommodations in the course and must do so within the first two weeks of the semester or within 7 days of being granted accommodations for the first time by the Office of Disability Services. The date on the Professor Memo reflects the date of the Semester Request. Students should submit the Semester Request when their schedule is finalized or they will need to request an updated Professor Memo if classes are added during the drop and add period. Students will not be able to schedule exams with ODS without completing the Semester Request.
- **Students must provide official Professor Memo to faculty within the first two weeks of the semester.** All students must notify instructors of their intent to use an accommodation during the first two weeks of the semester. If accommodations were recently granted, the notification must come within 7 days of being granted accommodations.
- **Instructors may provide testing accommodations to the student.** Proctoring services at the testing center are offered **Monday-Friday with set seating times of 9am, 11am, 1pm, and 3pm** during the semester and 8am and 1pm during final exams. All proctoring is subject to the availability of seats. Students submit an exam request through Accommodate and the instructor must approve the request before a seat can be confirmed. Students will only see available dates and times in the system. Instructors must approve exams within **72 hours** or the exam request will be automatically canceled. Students and faculty can monitor the status of their request in Accommodate.
- **Students are responsible for scheduling exams with faculty or the ODS office according to the professor instructions AND providing 7 days advance notice.** Please contact ODS for the deadline to schedule final exams. Final exams are only

proctored at 8:00am and 1:00pm. Final exams requiring double-time accommodations are only proctored at 8:00am.

- **Exams must be taken on the same day as the exam is given in class.** Exceptions must be approved by the instructor and/or department for group exams. 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 and allow adequate time for seating and securing their belongings in a locker. Students arriving more than 30 minutes after their start time will not be permitted to begin the exam and will be directed back to the instructor for the instructor's exam make up policy.
- **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 exams. 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.
- **Exams are monitored and recorded by cameras to ensure compliance with the University Honor Code.** All proctored exams, testing rooms, and exam seating processes are monitored and recorded for academic integrity.
- **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 a student become ill during an exam, they should see ODS staff immediately.
- **Students are expected to conduct themselves in a calm and professional manner.** Students must submit their exam at the scheduled ending time or when prompted by staff. Failure to surrender an exam and cease working is automatically reported to the instructor and/or Dean of Students. Any issues of academic misconduct or disruptions to the testing environment are reviewed by the Dean of Students for Honor Code violations. Students are expected to leave the testing room quietly and not cause disruptions when taking an exam.

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All policies in this document are reviewed with students upon granting of testing accommodations. Students acknowledge they have reviewed these policies and agree to abide by these policies when submitting a Semester Request.