# Alternate Testing Policy

Disability Support Services (DSS) will coordinate alternate testing arrangements for students with a documented disability who have been approved for this academic adjustment through the DSS Office. The following procedure identifies the responsibilities of the student and DSS.

DSS proctoring is NOT required. You and your professors can make your own arrangements, as long as the arrangements are acceptable to both parties. If you make alternate arrangements with a professor and you do NOT feel that the arrangements will provide you with your approved academic adjustments, you must contact the DSS Office prior to the test to discuss the issue.

## Student Responsibilities:

1. You must deliver the accommodation letter to each professor in a timely manner, unless other arrangements have been made. If you will be testing with DSS, you must request a testing contract be completed for each course.
2. It is your responsibility, NOT the professor’s, to schedule your tests with the DSS Office at least **five school days in advance** or as soon as you are notified. The DSS Office has limited testing space and testing proctors, so advance notice is critical. If advance notice is NOT provided, you may have to take the test in class without academic adjustments.
3. You must provide the following information to a DSS staff member when scheduling a test: date and time of the test, course title, professor's name, and type of adjustments needed. You will only be allowed the adjustments that are listed on your approved plan.
4. All tests scheduled in the DSS Office should be taken at the regularly scheduled class meeting time. In certain circumstances, you may be allowed to take the exam at a different time with approval from both the DSS Office and the professor.
5. You promise not to disclose any test information to other students in the class or ask them to disclose information to you if the test is taken at an alternate time.
6. You must notify the DSS Office as soon as possible if it is necessary to change or cancel alternate testing arrangements.
7. You agree to comply with the following testing rules:
   * No textbooks, notebooks, calculators, or notes allowed unless your professor has given DSS written or verbal approval.
   * No children are allowed in the testing area.
   * No coats, purses, backpacks, book bags, cell phones, pagers, or personal music devices allowed.
   * If a break is needed, you must first ask permission. A DSS staff member may accompany you on the break.
   * If you are caught cheating or do not comply with these rules, your testing session will be terminated, you will be asked to leave, and your test will be returned to your professor with an explanation as to why you were not allowed to complete it. Your professor will determine the appropriate disciplinary action necessary in accordance with college policy.

### DSS Responsibilities:

1. DSS will email accommodation letters to you for each of your professors outlining your testing adjustments. Upon request, DSS will email faculty a copy of your accommodation letter containing a link to complete a testing contract.
2. DSS will provide the alternate testing arrangements you are qualified to receive when timely notice is given.
3. The DSS Office will maintain the highest possible level of academic integrity and follow the professor’s examination directions.
4. DSS staff will return the exam to the professor in a timely manner.