**Testing Policies**

**Testing Center Hours: 8:30am-4:30pm**

**Dead Week Hours (For LAW School Only): 8:00am-7:00pm**

**Finals Week Hours: 7:30am-9:00pm**

**Summer Hours: 8:00am-4:00pm**

**Students**

Students must be registered with DSS for the current semester in order to receive any accommodations.

Students must submit exam requests 7 days before in class exam and can schedule their exams as early as the instructor releases an exam schedule.

If a student has missed the 7 day deadline three or more times the Testing Center will require the student to meet with the Testing Coordinator before processing any further requests so we can make a plan to help the student submit their exam requests in a timely manner.

Alternative time requests must be submitted 3 days before the requested scheduled exam

Students that submit an alternative time request must still submit an electronic request 7 days before their intended exam.

If a student is late to an exam we will hold their spot for 15 minutes, if 15 minutes has passed from the students scheduled exam time they will have lost their slot and will need to contact their instructor to reschedule.

If a student needs to reschedule an exam it must be done within 3 days of the originally scheduled exam, unless the testing center is full then it is based on availability.

Students are responsible for monitoring their exam end time. A clock will be given as well as a sticky note with the end time written on it. The testing center is not responsible for ending an exam unless it is specifically stated in the accommodations for that student.

Students are responsible for notifying the Testing Center if they wish to cancel an exam request.

Students are not allowed to choose or change their exam rooms. The Testing Center cannot guarantee a specific testing location

The Testing Center cannot guarantee a distraction free environment. We have earplugs and noise reduction headphones available in all testing rooms in case the surrounding area becomes louder than usual.

We provide accommodations not supplemental supplies (example: pen, paper, pencil, calculator, computer, etc.) please come fully prepared for your exam.

We do not proctor take home exams or online BBLearn exams.
Faculty

Faculty must submit exams to the DSS Testing Center 24 hours before the scheduled exam time. Exams must be dropped off at Idaho Commons 346 or emailed to dsstesting@uidaho.edu

When emailing exams please state:

- Exam Instructions
- Any materials that can be used for the exam (example: calculator, 3x5 notecard, etc.)
- Method of return of exam
  - Scan and email
  - Picked up by instructor or TA
  - Note: DSS does not deliver exams or send exams through campus mail

If emailing multiple documents please make sure that all documents match the class title and there are instructions that state what the documents are. (Example: part one and part two of an exam, exam and formula sheet, etc.)

If your exam requires a scantron or a blue/green book that must be noted in the exam instructions. DSS Testing Center is able to provide scantrons when given 24 hours’ notice but we are unable to provide blue/green books.

We are unable to scan and email blue/green books and/or scantrons, if you have an exam that requires one of those items you will need to come into our office and pick up the exam.

If picking up exams, exams must be picked up within 7 days of the scheduled exam. If the instructor does not pick up the exam within 7 days they will receive an email reminder to pick up the exam. After one week the exam will be placed into long term storage and if the instructor wishes to pick up the exam they must make an appointment with the Testing Coordinator. All exams not picked up will be shredded at the end of the semester.

Exams requested to be scanned and emailed back to the instructor can take anywhere from 24 hours to 3 business days due to the high volume of exams to come through the Testing Center.
Notetaking Policies

Students that receive notetaking as an accommodation must take notes on their own for **one week** before they have the ability to request a notetaker.

Students will be required to use their vandal email in order to receive notetaking accommodations.

Students will access their notes through OneDrive, in order to access OneDrive students must:

1. Go to help.uidaho.edu
2. Log into your student Net ID (the same that you log into VandalWeb)
3. Check the OneDrive box to gain access to it
4. Go to onedrive.uidaho.edu
5. Login
   a. Students use Vandal email
6. Wait 30 seconds
7. Refresh the browser
8. Access documents/folders through the “Shared with Me” tab on the left side

**Do not use the OneDrive App.** The app crashes more often than not. Always use the web interface (browser) version.
**DSS**

The Testing Center will schedule exam requests within 24 hours of the requested exam time and contact the student if there are any discrepancies with their exam request.

DSS will proctor exams according to the specifications that the instructor provides.

DSS will administer exams and provide all accommodations to a student’s exam as long as the students have followed the policies of setting up their exam requests. If the students have not followed the policies and procedures of this office than DSS cannot guarantee specific accommodations for the student but will give a good faith effort to accommodate the student to the best of the department’s abilities.

The Testing Center will hold completed exams for instructor pick-up and/or will scan and email completed exams back to the instructor within 24 hours to 3 business days.

DSS does not send confirmations when the exam is scheduled. If the student has not heard from the testing center within 24 hours of submitting their exam request, then their request has been scheduled.

If an instructor is giving a national exam, the Testing Center will immediately lock up the exam and the Testing Coordinator will walk the student to their exam room and immediately lock up the exam after the student has completed it.

The Testing Center will lock up all exams at the end of the day.

The Testing Center and or other employees of DSS will respond in a timely manner to all email and phone call questions and/or correspondence with faculty, students, potential students, and colleges.