DSS Testing Policies and Procedures - Students

Testing Center Hours: Monday through Friday 8:30am-4:30pm

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

Finals Week Hours: Mon-Thurs 7:30am-9:00pm, Fri 7:30am-7:00pm

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

Students are required to register/renew with DSS for the current semester in order to receive accommodations.

It is the student’s responsibility to submit exam requests at least 7 days prior to the in-class exam and students may schedule their exams as early as the instructor releases an exam schedule.

If a student has missed the exam request submission deadline, then the student will be required to meet with the DSS Testing Coordinator to develop a plan of action to ensure future exam requests are submitted in a timely manner.

Alternative time requests need to be submitted at least 3 days prior to the requested scheduled exam. Students that submit an alternative time request will still submit an electronic request 7 days before their intended exam.

If a student is late arriving to an exam we will hold their reserved seat for 15 minutes, once the 15 minutes has elapsed, the student’s seat will be deprioritized and the student will need to contact their instructor to reschedule the exam. Please note: Rescheduling may be dependent upon instructor approval and space availability.

It is the student’s responsibility to manage their accommodative exam time. A clock will be made available as well as a note with the exam end time written on it. No 5-minute warnings will be given when the allotted testing time nears the end. Students are required to surrender their exams immediately upon request.

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 assigned exam space.

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

Please come fully prepared for your exam with only the resources the instructor has indicated as allowed during the exam. DSS will not supply Scantrons, green/blue books, computers, calculators, pens/pencils, or any other item not specifically listed as an accommodation.

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