DSS Testing Policies and Procedures - Faculty

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

DSS Testing Center requests Faculty submit exams in an editable format to the DSS Testing Center at least 24-hours prior the scheduled exam time; this will give DSS Staff time to prepare the exam for use with assistive technology, enlarged print, accommodative font, etc.  Please note: Alternatively, the Faculty member may prefer to convert/enlarge the exam text to meet the accommodative parameters within their Department then deliver/email the exam as a pdf. For additional information please contact the DSS Testing Center.

Exams may be emailed to dsstesting@uidaho.edu or delivered to directly to DSS located in the Room 346 of the Idaho Commons.

When emailing exams please include instructions for how you would like us to proctor your exams. These instructions may include:

- A list of allowable resources such as: calculator, page of notes, textbook, etc.
- Duration of in-class exam
- Method of return: Scanned then emailed, Hold for pickup by Instructor/TA

When emailing multiple exam documents please ensure the attached clearly indicate course title and appropriate descriptors such as “Exam Part 1-Closed Book”, “Exam Part 2-Open Book”, Formula Sheet, etc.

If the Instructor requires students to use a Scantron or blue/green book please provide these items when delivering the exam. If a Scantron is not provided then the DSS Testing Center will direct the student to document their answers directly on the exam paper exam. If a blue/green book is not provided then the DSS Testing Center will provide the student with lined paper (Students will not be allowed to provide their own lined paper so as to maintain the integrity of the exam).

Important note regarding completed exam return method:

**Hold for Instructor Pickup:** The DSS Testing Center will process completed exams by the end of the business day. Completed exams may be picked up at the DSS Testing Center located in Room 346 of the Idaho Commons. The Instructor/TA/or designee may be asked to provide picture identification. Completed Exams on Hold for Pickup will be held for 7 days. After 7 days the completed exams will be scanned then emailed to the course instructor and the paper exam will be archived then shredded the Monday after Final Exams Week.

**Scanned and Emailed Exams:** The DSS Testing Center will scan and email completed exams to Instructors by the end of the next business day. Note: Blue/Green Books will not be scanned and emailed. Instead, the student will be given lined paper to document their answers then the exam and lined paper will be scanned and emailed to the Instructor.