

Disability Support Services (DSS) Testing Guidelines

The DSS office provides alternative testing services for students with documented disabilities who need a quiet/distraction free location, extended time, on-line test proctoring, scribe services, and oral testing.

For students with disabilities, please send tests via email (electronic version*), intercampus mail, or hand-deliver them to Joy Eichhorn, Disability Services Coordinator, Library, room 215. Joy's extension is 3-2623 and she is the contact for any testing involving students with disabilities. *Every test must be accompanied by a DSS test instruction sheet.* If you send a test over with a student, fill out the DSS test instruction sheet, put the test in a sealed envelope, and let DSS staff know that the student is coming over with the test.

1. For students that request oral testing, tests will be read by Disability Services or ASC staff. Students that request oral testing must make an appointment with the Disability Services Coordinator in advance.
2. Test instructions defined by the instructor on the DSS test instruction sheet will be followed. If test instructions are not clear or not provided, the instructor will be contacted.
3. DSS/ASC staff that have reviewed test materials/studied with a student will not read his or her test for that course.

* Faculty will be notified that the test has been received by DSS staff. Electronic versions of tests will be deleted when the student has completed the test.