**Testing Accommodations Guidelines for Students & Faculty**

Academic Success Offices provide exam proctoring services for students who have official Accommodations Plans on file in our office. The guidelines below are provided to enhance our ability to meet student and faculty needs.

If faculty prefer to proctor the exam themselves or have it done through their office, adhering to the accommodation set forth for the student, it would be considered a reasonable accommodation. Faculty should consult with the Assistant Director Disability Services, 308-865-8214, regarding appropriate accommodations and test administration procedures.

**EXAM SCHEDULING FOR PROCTORING AT THE ACADEMIC SUCCESS OFFICES**

Students need to schedule their examswith our office at least 48 hours in advance using DSS Online. Faculty may request more immediate scheduling, but they are asked to call to confirm that space is available. If we are unable to schedule a student within the specified time frame, we will notify faculty.

**Contact Information: 🡪 Academic Success Offices**

**MSAB Room # 163**

**865-8214**

**FACULTY INSTRUCTIONS FOR TESTING WITH ACCOMMODATIONS AT THE ACADEMIC SUCCESS OFFICES**

We request that exams for testing with accommodations be provided to our offices as early as possible, as it may be necessary to coordinate the exam with the use of adaptive software. Our exam proctors consist of student workers or staff persons for the Academic Success Office. Proctors will adhere to the accommodations specified in the student’s Accommodations Plan.

Alternative Testing Accommodations will be specified in the Faculty Notification Letter. Faculty may indicate whether they prefer to provide proctoring or have the DSS Testing Center proctor exams for the students when completing the Student Accommodation Implementation form with Testing.

If faculty would like to have student exams proctored in the DSS Testing Center they must complete the DSS Online Testing Agreement which is also linked from the Faculty Notification letter. This agreement includes specific instructions about the amount of time allowed for the exam and what items/devices may accompany the student into the testing room (e.g., calculator, textbooks, dictionary, translator, etc.). No extra items will be allowed into the testing room.

Please upload exams to DSS online as instructed in the DSS Online Testing Agreement or send the exam by email to [unkdso@unk.edu](mailto:unkdso@unk.edu). Only DSS professional staff have access to these uploaded or e-mailed exams.

The exam(s) will be secured and will be returned to faculty. We can scan and e-mail the exam to the instructor and return the original via inter-office mail. Or, if the instructor prefers, the exam can be secured for them to pick up in person.

Faculty should contact our office if they have any questions or concerns about accommodations.

**CANVAS OR COMPUTERIZED EXAMS**

We cannot adequately monitor computerized exams except for individual exams for students with testing accommodations. If the accommodations specified for the student require a reader or scribe, we will need to print a hardcopy.

**Testing Policies**

* Students must show a valid photo ID before an exam will be given.
* Backpacks must be left outside the testing room.
* No electronic devices (e.g., cell phones, iPods, laptops, translators, etc.) are allowed in the testing room unless the instructor has approved them or the devices are approved for accommodations. Students who need to access an online exam through DUO Authentication will be allowed to use their phone to sign in and them it will be placed outside the room.
* Food or drinks are not encouraged, but will be allowed in the testing room.
* Students will be asked to use the restroom before exam begins as breaks will not be permitted unless specified by the student’s accommodation plan.

All scratch papers are to be collected and returned with the exam.