

Accommodation Guideline: Testing with Disability Services

A common accommodation for students with a variety of disabilities includes testing in a non-distracting environment away from the classroom. This will most commonly occur in the Office of Disability Service (ODS), but can include other locations, such as the instructor's office.

To test with the ODS, students must be registered with the ODS. Students are required to schedule exams with a minimum of two (2) business days in advance. For final exams, students are encouraged to schedule at least three (3) to four (4) weeks in advance. Seating is limited. Exams not scheduled in advance may result in having to reschedule for a later date and time with the instructor's consent. Students are also required to notify their instructors at least two (2) business days in advance from the time the exam is scheduled to be given in the class that s/he will be testing in the ODS.

All exams must be taken within the ODS' business hours. The date and time that an exam can be taken within the ODS' business hours is solely at the discretion of the instructor. Students cannot take exams at a different date or time without the instructor's consent. Students must arrive promptly at the time the exam is scheduled. Tardiness could result in a reduction of the overall time allowed for the exam or rescheduling to take the exam on a later date and time with the instructor's consent. All materials used when taking an exam must have prior approval from the instructor.

The ODS strictly adheres to the UHD Academic Honesty Policy (PS. 03.A.19). All testing locations within the ODS are monitored with cameras and/or live proctors. All violations of the UHD Academic Honesty Policy will be immediately reported to the instructor.

Student Procedures

1. Students must schedule each exam with the ODS at least two (2) business days in advance for non-final exams, and at least three (3) to four (4) weeks in advance for final exams. Exams may be scheduled by calling 713-221-5078, online (<https://www.uhd.edu/student-life/disability/Pages/disability-test-schedule.aspx>) or by visiting the office in GSB314.
2. Students must notify their instructors at least two (2) business days in advance that s/he will be taking the exam with the ODS.

Instructor Procedures

1. Instructors should deliver exams at least one (1) business day in advance. Exams may be delivered to GSB314 or emailed to disabilityservices@uhd.edu . **Exams should not be sent directly to any staff of the ODS nor given to the student to deliver.**
2. Instructors must complete the Adaptive Testing Form and submit with each exam. **Students should not complete this form.**

Disability Services Adaptive Testing Form

Student Name:

Last:

First:

Instructor Name:

Last:

First:

Contact Number (In case of questions or emergency):

Course:

Class is allowed _____ hr. _____ min. for exam

Test Return:

Pickup

Mailbox

Email

Allowed Test Date & Time:**Allowed Materials (Mark all that apply):**

Scantron

Blue Book

Calculator

Textbook

Notes

Tables/Formulas

Other (specify) _____

TO BE COMPLETED BY ODS ONLY

Received by: _____ Date: _____ No. of pages: _____ Logged by: _____ Date: _____

Extended time: _____ Proctor: (Start) _____ (End) _____ Date taken: _____

Exam start time: _____ Estimated end time: _____ Exam end time: _____

Exam delivered to/picked up by: _____