



AUTHORIZATION TO ADMINISTER EXAM

Disability Support Services (DSS) Michener L-80 Office (970) 351-2289 FAX (970) 351-4166
Email exam and blue sheet to: Lorraine.Harris@unco.edu (Full-time Administrative Assistant)

STUDENT FILLS OUT THIS SECTION ONLY:

Name: _____ Bear #: _____

Course/Section: _____ Class Time: _____

Check when completed:

☐ Blue sheet to professor 3 days in advance ☐ Scheduled exam at DSS 3 days in advance

Students must be on time to the scheduled exam period with DSS. Should the student be more than ten (10) minutes late, student may not be allowed to test at the scheduled time.

FACULTY COMPLETES THIS SECTION:

THIS AUTHORIZATION MUST BE COMPLETED IN FULL AND ATTACHED TO THE EXAM TO BE ADMINISTERED. THIS FORM IS REQUIRED FOR EVERY EXAM.

Professor/ Instructor: _____

Department: _____

Date of Exam: _____

Scheduled Time of Class (start to finish): _____

☐ Online Exam

Password: _____

☐ Quiz/Pop Quiz
_____ minutes allotted in class

PLEASE READ: DSS testing times for each student are indicated on the individual's accommodation form. If you choose to give time extensions for your class beyond the typical class period (i.e., unlimited time), please provide a quiet, distraction-reduced setting to accommodate the student with the appropriate time extension. Only extenuating circumstances considered for scheduling alternatives. DSS approval required.

Testing Instructions: PLEASE INITIAL ONLY THOSE ITEMS THAT ARE ALLOWED:

Calculator _____

Formula Sheet _____

Dictionary _____

Open Book _____

Open Notes _____

Personal computer w/ Internet Access _____

Computer w/out Internet Access _____

Other: _____

FINALS WEEK CHANGE: Students need to provide a revised **GOLD-COLORED** test authorization form during finals week. Students **MUST** test during the session/day (morning session 9-12:45, afternoon session 1-4:45) that overlaps with the class testing time. Only extenuating circumstances considered for alternatives. DSS approval required.

**COMPLETED TESTS RETURNED ONLY TO A DEPARTMENT OFFICE FOR SIGNATURE
CONFIRMATION OR PROFESSOR CAN PICK UP AT DSS.**

☐ DEPARTMENT & OFFICE #: _____ PHONE: _____

☐ PROFESSOR WILL PICK UP EXAM AT DSS

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

DSS USE ONLY: Reader _____ Scribe _____ Computer _____ Scratch Paper (# of sheets) _____ Other: _____

Date: _____ Time Started: _____ Time Completed: _____ DSS Employee Initials: _____

See notes on the back of this sheet describing student and professor rights and responsibilities.



DSS Testing Accommodation Policy

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the University of Northern Colorado must provide **reasonable accommodations** to all students with disabilities who have verified documentation. In keeping with this legislation, Disability Support Services will proctor exams when it is determined to be an appropriate accommodation.

STUDENT RESPONSIBILITIES: The student requesting testing services **MUST** contact the professor at least three (3) full working days prior to the test date and schedule their exam time with DSS. The student will take the test so it **overlaps with the regular class time**. *Students are expected to be on time to the scheduled exam period with DSS. Should the student be more than ten minutes late, they may not be allowed to take the exam at the scheduled time.* Only extenuating circumstances are considered for time/session changes; changes must be approved in advance by DSS staff. If the test is to be converted to Braille or audio format, please contact DSS. In addition, any materials required for the exam (e.g., blue books, calculator, etc.) must be provided by the student. DSS *does not* have access to these materials.

☐ Give blue sheet to professor (3 days). ☐ Schedule exam with DSS (3 days). ☐ Be on time for testing session.

PROFESSOR/TA/FACULTY RESPONSIBILITIES: Upon receiving an Authorization to Administer Test/Quiz (blue) form from a student, submit the test and the blue form to DSS through one of the following test submission options: hand deliver, FAX to 351-4166, or email to Lorraine.Harris@unco.edu. Submit exams and blue form a minimum of one day in advance to allow for test preparation. Some exams require time to process in alternative formats (braille, audio). Any materials required for the exam normally provided in the classroom (e.g., Scantron sheets, audio/video files, blue books, etc.) must be sent with the exam. DSS does not have access to additional materials.

PLEASE DO NOT USE CAMPUS MAIL.

The DSS office will deliver the completed test to the professor's departmental office and obtain a delivery confirmation signature. If no one is available to accept the exam, DSS will deliver the exam again the following day. The professor may also choose to personally pick up the test from the DSS office.

FINALS WEEK: DSS proctors final exams in two sessions each day of finals week:

Morning Session: 9:00 am - 12:45 pm

Afternoon Session: 1:00 pm - 4:45 pm.

Students **MUST** take exam during the DSS session that overlaps the majority of the class exam. **Only extenuating circumstances are considered for any time/session change due to limited testing spaces and DSS staffing requirements for test monitoring. DSS approval is required for any change.** If exams are started outside of typical DSS hours (Monday-Friday, 8:00 am – 5:00 pm), please contact our office. The professor may request that a student stay in the DSS office after finishing exam if student finishes before the testing session starts in the professor's class. Please contact our office with any questions (970) 351-2289.

PLEASE READ:

- DSS finals week testing schedule differs from the University's finals week schedule to accommodate extended testing time. During finals week, exams must arrive at DSS prior to the 9:00 am testing start time. Some tests require alternative formats that take time to convert.