

## TEST PROCEDURES

You **MUST** be eligible for test accommodations to receive this service. All students must adhere to the University Of Northern Colorado Student Code Of Conduct as written in the Student Handbook. \_\_\_\_\_ Initial here

The steps for using this accommodation are as follows:

1. At the beginning of each semester, request accommodation letters from DSS for each professor. The date of the accommodation letter should be updated each academic year.
2. Present the letters to your professors and let them know you are requesting to take your tests at DSS.
3. Pick up a Test Authorization form (blue sheet) at the DSS office – fill out the information at the top of the form and give it to your professor **at least 3 business days PRIOR** to your test/quiz. This form is **REQUIRED** for every exam/quiz, with the exception of pop quizzes. You will need to inform your professor that you plan to use testing accommodations for pop quizzes and discuss with the professor how to coordinate it.
  - The professor will attach the test authorization form to the test and send both to the DSS office.
4. You will need to call DSS to schedule a testing room at (970) 351-2289.
  - \_\_\_\_\_ Initial here • Students are expected to schedule their exams **at least 3 full business days PRIOR** to the test/quiz.
  - \_\_\_\_\_ Initial here • Students must schedule their exams so that it **overlaps with the day and time** of the scheduled in-class exam. Only extenuating circumstances are considered for alternative testing sessions. DSS approval is required and must be established in advance.
  - \_\_\_\_\_ Initial here • If the scheduled testing time **does not overlap** with the scheduled class time and the alternative testing session was **not approved**, DSS staff will inform the student that he/she must get written permission from the professor to be able to take the exam at DSS. This is the student's responsibility to resolve this conflict. Without professor approval, DSS reserves the right to withhold the exam from the student.
  - \_\_\_\_\_ Initial here • Please let DSS staff know if you require assistance (i.e. a reader or scribe) or technology (i.e. a computer) during your exam; you must be eligible for these additional accommodations in order to request them during your exam.
  - \_\_\_\_\_ Initial here • **FINALS WEEK:** DSS monitors final exams in **two sessions:** 9 a.m. to 12:45 p.m. and 1 p.m. to 4:45 p.m. An **ALTERNATIVE GOLD TEST AUTHORIZATION FORM WILL BE REQUIRED FOR FINALS**. Students must take the exam during the session/day that overlaps with the majority of the class exam. Only extenuating circumstances are considered for alternative testing sessions. DSS approval is required and must be established in advance.
5. Remind the professor the day before the test that you will be testing at DSS and also check with DSS to make sure that he/she has sent the test over. In the event that DSS has not received your test, you may be contacted by DSS staff to get in touch with your professor to submit the test.
6. **BE ON TIME!!!** Being late can impact your extended time. The room you are scheduled for may be scheduled for another student after your scheduled testing time. If you are **more than 10 minutes late** for your test you may not be allowed to test at the scheduled time. Once you have taken your exam, DSS will deliver the test to the professor.

Please be aware that when testing:

- ❖ The testing rooms are closely monitored by DSS staff. You should expect to see staff looking into the testing rooms.
- ❖ **The following items are not allowed in the testing rooms: cell phones, mp3 players, jackets/bulky sweatshirts (with pockets), backpacks, hats or food/drink. Items will be kept in an office. Leave valuables in your car or your room.**
- ❖ Students may not leave the DSS office during the time that they are testing; restroom and kitchen facilities are available.
- ❖ Staff will check the following materials prior to testing: calculators, formula sheets, notes and Blue Books. If charts from textbooks are allowed, they will be copied and book returned to the security room. All notes, scratch paper, formula sheets used on the test are returned to the professor with the exam.

\_\_\_\_\_  
Student Signature/Bear Number

\_\_\_\_\_  
Date