The Disability Services Office (DS) works hard to ensure that appropriate testing accommodations are provided for students who are eligible for services. We want your exam/quiz experience to be smooth and efficient with minimal disruption. In order to do so and continue to maintain the integrity of Exam Services and the exam/quizzes being administered, we have implemented the following rules for all users of Exam Services.

**August Session/ Fall 2015 Academic Calendar**

**August Session**

August 10  Registration and first day of class  
August 20  Ideal date to schedule final exams in Exam Services.  
August 21  August session final exams  

**Fall 2015**

August 26  Classes begin  
November 6  Last day to drop a class  
November 26-27  Thanksgiving Holidays  

November 25  3:00 PM Ideal Deadline to schedule Fall final exams with Exam Services  

November 30  Last day to withdraw from the University  
December 2  Reading Day  
December 3-4 / Dec. 7-9  Final Exams
I. Exam Services Hours of Operation

Monday-Thursday:  8:00 a.m. -- 7:00 p.m.*

Friday:  8:00 a.m. -- 5:00 p.m.

*Exam Services hours vary due to scheduled exams demands. It may stay open until 7:00 p.m. on Monday, Tuesday, Wednesday and/or Thursday only if there are exams/quizzes scheduled.

II. Scheduling Exams/Quizzes

- To request services from our office, you are required to register with Disability Services each semester.

- To schedule an exam/quiz in Exam Services, it is your responsibility to submit the completed Exam/Quiz Schedule/Change form, including exam dates and the instructor's signature, to Exam Services in a timely manner, preferably within the first two weeks of the semester.

- The ideal scheduling of exams/quizzes with Exam Services is in writing with (August Session ONE(1) WORKING DAY), Fall semester TWO (2) WORKING DAYS prior to your scheduled exam with your instructor's signature of approval. If not scheduled within the above mentioned timeframe, reasonable effort will be made to accommodate students on a case-by-case basis with instructor approval.

- All exams/quizzes will be administered at the regularly scheduled time of the class, unless the scheduled exam/quiz time conflicts with Exam Services hours of operation or your class schedule. In those cases, the exam/quiz must be scheduled for an alternate time/day, either earlier that same day or the day agreed upon by your instructor to ensure that your allotted time coincides with your class schedule and Exam Services hours of operation.

- THE REQUESTED SUBMISSION DATE FOR FINAL EXAMS IS BY 3:00 P.M. ON THE DATE LISTED IN THE CALENDAR ON THE FRONT PAGE.

III. Checking Your Exam/Quiz Schedule

- We strongly encourage you to confirm the dates and times of your exam/quizzes on a regular basis either by phone or e-mail. It is your responsibility, NOT YOUR INSTRUCTOR'S to make sure that you have scheduled the exam/quiz dates and time correctly.
IV. Changing Exam/Quiz Dates/Times

- If your schedule changes for any reason, it is **YOUR RESPONSIBILITY** to notify this office of those changes. An ideal notice of **two (2) working days** prior to the exam/quiz still applies.
- To notify Exam Services of exam changes, you may come in or call the Exam Services office, or e-mail Exam Services of the time/date change and copy the message to the respective instructor. The instructor will then need to confirm the time/date.

V. Taking Your Exam/Quizzes

- **Punctuality is essential!** You are expected to arrive in Exam Services at the designated time on the Exam/Quiz schedule sheet. Be prepared to begin all exams with the necessary materials exactly at your scheduled time. Our staff scheduling and testing room reservations are set by need. Variation from the schedule may cause undue disturbance and disruption to your and/or others exam/quiz accommodations. You would not be late for an exam or quiz in class; the same courtesy applies at Exam Services. If your exam/quiz is being picked up at the class or from the instructor, your allowable time starts when the exam/quiz arrives at Exam Services. Do not assume we are picking-up your exam/quiz from the class and it will be arriving at Exam Services later than the scheduled time.
- If you arrive less than 30 minutes late for your exam/quiz, you may take the exam/quiz, however your allowable time to take the exam/quiz starts at your originally scheduled time. If you have not arrived at Exam Services within 30 minutes of the scheduled time (according to the Exam Services clock), your exam/quiz will be returned to the instructor. It is then your responsibility to request a make-up exam/quiz from your instructor. The instructor is **not required** to grant a make-up exam/quiz due to tardiness. To reschedule your exam/quiz with Exam Services, please refer to “Changing Exam/Quiz Dates/Times” above.

- You will be allowed to use **only** the amount of time endorsed by your agreement with our Director, Assistant Director or Accommodations Counselor.

- You will be allowed to use **only** the items your instructor has approved in writing for use on the exam/quiz. You are to supply **ALL** necessary exam/quiz materials including: blue book, calculators, pencils, scantrons, etc.
- No personal items are allowed in the testing rooms with the exception of medications, drinks or snacks that are subject to proctor’s approval.

- A proctor will enter your testing area from time to time. You are allowed to wear ear plugs or ear muffs to assist in distraction limitation. These are available from Exam Services. Breaks and trips to the restroom may be monitored by the DS staff.

- You are responsible for following instructions on the exam/quiz and will assume any penalties that may result from misunderstandings and misinterpretations.

- Students suspected of cheating will need to meet with a Disability Services staff member and the student may be required to surrender his/her exam/quiz and the instructor will be notified.

(Revised 11/01/12)