

STUDENT DISABILITY SERVICES EXAM ACCOMMODATIONS

The Student Disability Services office is committed to maintaining the highest academic integrity standards possible when administering exams. In order to meet this goal, we ask that all students follow testing procedure in a timely manner. Our office utilizes a closed-circuit video monitoring system to proctor exams. The SDS office requires that all students present a picture ID before taking exams.

Students authorized for exam accommodations have 3 exam options:

1. Take exams with the class.
2. Take exams with appropriate accommodations arranged by the instructor.
3. Take exams in the exam/study rooms in Student Disability Services.

Procedure for taking exams at SDS

- Students should obtain test permits when meeting with the disability specialist for accommodation letters for the semester. **No test permits will be accepted without a current accommodation letter on file.**
- Students must complete the “Student” portion of the **test permit**. This test permit has an “Instructor” portion as well, and it must be completed by the instructor. Remember that when you present the test permit to the instructor, it provides an opportunity to discuss testing arrangements with the professor. You will need one test permit for each class.
- It is strongly advised, for your convenience, to include **all** test dates for the semester on one test permit, per class. When you include all test dates, the SDS office is then able to schedule your exams for the entire semester.
- Students must submit completed test permits **at least one week prior to the scheduled exam.** **It is also your responsibility to remind your professor (email is effective) that you will be taking an exam in our office.**
- When completing your test permit, remember to **include all testing accommodations that you have been given** on the student portion of the permit.
- If you need to reschedule your exam due to illness or other legitimate conflict, it is **your responsibility** to contact the professor and discuss rescheduling. **The SDS office must receive confirmation of the rescheduled exam date and time from the professor. It is your responsibility to remind the professor to send us confirmation.**
- **If you drop a class, please inform Fran Marlowe and your disability specialist.** Otherwise, we will continue to expect you in our office to take scheduled exams.

Important information for taking exams at SDS

- The Student Disability Services office expects you to be **on time** for your scheduled exams.
- If you are late for your exam, you will not be allowed to make up the time that is lost. A report will be sent to your instructor noting your lateness. If you are significantly late, you may choose to speak to your instructor about rescheduling the exam. Please be aware that an instructor may deny you this option. Taking an exam with less time may be less damaging to your overall performance than being denied the opportunity of taking the exam at all.
- Time limits will be enforced. Please check with SDS staff before the exam begins if you are unsure of your time limits.
- Once you start an exam, you are **not** allowed to leave the SDS testing area. There is a handicapped-accessible bathroom in the SDS office area if needed.
- Students are not permitted time to study during the scheduled exam time. If you arrive early, you may study prior to taking the exam.
- If you have difficulty working out a mutually agreeable exam time with your professor, please contact your SDS disability specialist.
- It will be necessary for you to arrange your exam time with your professor if you are enrolled in a class that meets at one of our satellite campuses, meets on Saturdays, or meets in the evening other than on SDS late nights (Mon. and Thurs.; Fall and Winter semesters only).
- Caps and hats are not allowed to be worn while you are taking a test.
- Food and drinks are not allowed in the computer and equipment area of the exam rooms. If you must bring in food or drink due to your disability or length of your exam, please make sure that you keep it on the table behind the equipment.
- All personal belongings such as books, coats, purses, brief cases, and school bags must be placed away from the exam table.
- Students are not allowed the use of any unauthorized aids during an exam. Aids such as calculators **must be approved** by the professor and **written** on the test instruction sheet.
- All cell phones and personal electronic devices **must be turned off prior** to the administration of an exam.
- As a Wayne State University student, you have a responsibility “to uphold academic honesty in all activities”. If you are caught cheating in any way, your testing will be terminated immediately and you will be asked to leave the SDS office. Your professor will be notified and further action will be handled by the professor.
- All **final exams** must be completed during the WSU final exam week.
- All exams are stopped and collected **10 minutes** before SDS closing time.
- **KEYS POINTS TO REMEMBER:**
 - ✓ **Student is responsible for bringing a completed test permit back to the SDS office.**
 - ✓ **Professor is responsible for completing the: “Instructor” portion of the test permit and sending us the test along with test instructions.**