

## Disability Services Program Testing Accommodations | Student Guidelines & Responsibilities

### DSP Testing Center Location / Hours

- **Location:** Katherine Ruffatto Hall, 4<sup>th</sup> Floor, #450
- **Hours:**
  - **Fall, Winter, and Spring quarters:** Monday through Friday, 8:00 am – 7:00 pm
  - **Summer quarter:** Monday through Friday, 8:00 am – 4:30 pm
  - **Final Exams:** University Final Exam period days, 8:00 am – 8:00 pm

### Signing Up / Deadlines

- **Sign Up:** To take a quiz, test, midterm and final exam in the DSP Testing Center, you are required to sign up via [ClockWork](#).
  - **Schedule a test, midterm, or quiz link:** Use this link when you are signing up to take a test in the Testing Center during **weeks 1 – 10** of the academic quarter.
  - **Schedule a final exam:** Use this link when you are signing up to take a final exam in the Testing Center during the **University Final Examination period**. This period is typically the 4 consecutive days following the last day of week 10.
  - **Scheduling expectations:** Students are expected to schedule their test(s) and final exam(s) for the time the rest of the class is taking it. Any arrangements to take a test at a different time from the rest of the class requires that professor approval is emailed to [dsp@du.edu](mailto:dsp@du.edu).
- **Sign Up Deadlines** – Students are required to sign up for:
  - **Quizzes, tests and/or mid-terms five (5) days before** the scheduled test date.
  - **Final exams ten (10) days before** the scheduled exam date.
- **Late Exam Sign Up:** If a student misses the sign-up deadline, they will be directed to fill out the [Late Exam Sign-Up Request form](#). When the form is filled out and signed by **both** the student and professor, it can be emailed to [dsp@du.edu](mailto:dsp@du.edu) or returned to the DSP office (Ruffatto Hall, 4<sup>th</sup> floor). *DSP cannot guarantee late requests will be scheduled.*

### Changes to Your DSP Test Schedule During the Quarter

- If an unscheduled test is announced, a test date is changed, a test needs to be rescheduled, or you need to arrange for a test time outside when the class is taking it, you are responsible for emailing DSP ([dsp@du.edu](mailto:dsp@du.edu)) or calling 303-871-2372.
  - The student must cc the instructor on this email. The test will not be rescheduled until the instructor confirms the change.

## **Changes to Your DSP Test Schedule During the Quarter, cont. from page 1**

- Email [DSP](#) or call 303-871-2372 as soon as possible if a test is cancelled, if the student decides to take the test in class, or drops the class.
- When the University closes due to a snowstorm, etc., the DSP Testing Center is closed. All scheduled tests will be rescheduled. The student and instructor can reschedule tests by emailing [dsp@du.edu](mailto:dsp@du.edu) or calling 303-871-2372.

### **On the Day of Test**

- **Arrive on time** to the DSP Testing Center.
  - Students may start up to fifteen (15) minutes early and fifteen (15) minutes past the scheduled start time; however, your end time will not change. Earlier or later start times and requesting additional testing time will require professor approval.
- **Bring your DU Pioneer ID card** which is required to sign in to take an exam.
- Place bookbags, cell phones, hats/caps/beanies, purses, coats and any unauthorized academic aids in one of the lockers available in the DSP hallway.
- **When using the restroom**, all materials must be left in the testing room and student must fill out the bathroom break sheet. Five (5) minutes is considered a reasonable break length. Students may not access their locker during breaks without permission from a proctor or DSP staff member.
- **When the test time is up**, students are expected to turn in the exam and all scratch paper (used and unused) to the Test Proctor and sign out.
- **DSP staff and Test Proctors administer/proctor exams** based solely on information provided by instructors, which is reflected on the DSP Exam Ticket attached to exam. Students will be allowed to use only the materials indicated.
- **DSP will attempt to return completed paper test** in a sealed envelope to your professor's mailbox within one business day.
- Students are expected to abide by the [DU Honor Code](#).

### **Self-Advocacy Tips**

#### **At the beginning of each quarter:**

- **Meet with each of your instructors to discuss testing accommodations.**
- [Sign up for all quizzes, tests, and final exams](#) you plan on taking in the Testing Center.
- **Contact your DSP Accommodations Specialist** immediately for assistance if difficulty arises when discussing testing accommodations with your instructor.
- **Prior to each quiz, test, and/or final exam**, discuss the format of the test with your instructor so you are prepared to come to the Testing Center with all materials required for exam.
  - **Tests via Canvas:** If the test is an online exam via Canvas, remind your instructor to add extra time to your user profile in Canvas. DSP does not have the ability to do this.