

# The Office of Disability Services

## Procedures for Obtaining Alternative Testing

Alternative testing is available through the Office of Disability Services in cooperation with instructor(s). Tests administered in alternative formats help to more accurately reflect students' achievement levels without interference from disability-related factors. Alternative formats might include extended time, tape-recorded exams, use of adaptive equipment, a private room, and/or the use of a reader or scribe.

Eligibility for this service is determined by an adviser in Disability Services and is based on professional documentation provided by the student. Students should provide and comply with the following information as soon as testing needs are known. ***All appointments and exams must be scheduled in the Office of Disability Services at least five (5) business days in advance of the anticipated test date.***

Guidelines for Using the Alternative Testing Service:

1. Meet with professor(s) before or during the first week of the semester to discuss disability and exam arrangements. You will be provided with Provision for Alternative Testing (PAT) forms and will be responsible for completing them with your professor and ensuring their receipt in the Office of Disability Services.
2. The Provisions for Alternative Testing form must be completed by you and your professor for every course in which you will receive accommodations for alternative testing.

Each exam/quiz should be scheduled at the same time as the regular class is scheduled, with the exception of evening classes. If additional time is the approved accommodation, the test should be scheduled to begin before the actual class time. For example, if the class is taking the exam from 1:00 p.m. to 3:00 p. m. and you need time and a half, the test should be scheduled from 12:00 noon to 3:00 p.m. Exceptions are made only when a student has back-to-back classes. **All exams must be completed by 6:00 p.m. Monday through Thursday and 4:30 p.m. on Fridays.**

If you have an evening class you must receive prior permission from the instructor to take the exam/quiz in the Office of Disability Services during our regular business hours.

3. Arrive a few minutes early and be ready to take the exam at the scheduled time. Additional time will not be given for late arrivals. If a scheduled test is missed, your exam will be returned to the professor. You should contact your professor as soon as possible to reschedule the examination.

Changes/Cancellations of Exams: If a change in arrangements is necessary due to illness or emergency, contact your professor and the Office of Disability Services as soon as possible. If you cancel an exam and want to reschedule, we must have written or verbal permission from your professor.

All students are expected to understand and follow the above guidelines. If guidelines are not followed, we cannot guarantee provision of the service.

Students are expected to uphold the integrity of the examination process and are subject to procedures for academic dishonesty defined and described in Title V, Rules on Student Services and Activities, of the University's Handbook of Operating Procedures. Copies of these rules and regulations are available to students in the Office of the Dean of Students.

## **SCHEDULING POLICY FOR EXAMS**

- The Office of Disability Services provides testing services from 9:00 a.m. to 6:00 p.m. – Monday through Thursdays and 9:00 a.m. to 4:30 p.m. on Fridays.
- It is the student's responsibility to provide the Office of Disability Services with my completed Provisions for Alternative Testing form (PAT) within the first two (2) weeks of the school semester. Forms will be accepted later in the semester only when extenuating circumstances arise. However, failure to provide the PAT on a timely basis may result in a delay in the provision of accommodations.
- It is the student's responsibility to ensure that their professors complete the PAT form correctly.
- The Office of Disability Services staff will not accept incomplete PAT form(s).
- The student understands that all exams for classes scheduled between 8:30 a.m. and 4:00 p.m. must be scheduled at the same time as the class, and that exam times for classes scheduled after 4:00 p.m. and on week-ends must be pre-approved by the professor/instructor prior to submission of the PAT form to the Office of Disability Services.
- The student understands that all appointments for exams/quizzes must be scheduled in the Office of Disability Services at least five (5) business days in advance of the anticipated exam date.
- The student understands that bathroom breaks will not be provided unless it is part of the student's accommodation as previously approved by the Disability Services Coordinator.
- The student understands that all exams scheduled for an 8:30 a.m. class will be proctored in the Office of Disability Services beginning at 9:00 a.m.
- The student understands that he/she is responsible for keeping up with the scheduled time for each of exam. The student will not be notified by the Office of Disability Services of pending exams.
- The student must be punctual for exams. If I arrive more than **fifteen minutes after the scheduled time**, he/she must go to the classroom to take the exam.

- The student understands that if he/she does not comply with the exam scheduling policy, then he/she is responsible for making individual testing arrangements with the appropriate professor.
- It is the student's responsibility to notify the Office of Disability Services, either by phone or in person, if test dates are cancelled or changed by the professor.

### **TEST TAKING POLICY FOR EXAMS**

- The student understands that only testing materials noted on the PAT form will be provided by the professor (including pen or pencil) will be allowed in the testing room. Scratch paper will be provided by the Office of Disability Services and turned in with the test to the professor.
- The student understands that cheating will NOT be tolerated. Any instances of cheating will be reported to the professor and the Disability Services coordinator. Please refer to the Handbook of Operating procedures – Chapter 49 - Section 49.36. <http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html>.