

San Antonio College disABILITY Support Services (dSS) Testing Policies & Procedures

Students must have services/accommodations approved by a dSS Advisor every semester they are enrolled.

Students approved to test in dSS are required to take their exams during their scheduled class time unless otherwise arranged with the instructor in writing.

dSS administers exams based on instructor's directions (written). dSS is responsible for securing the exams until taken. Completed exams may be picked up by instructors or delivered to the department.

dSS ensures the integrity of its testing process through the use of proctors, monitoring equipment, and computer software.

dSS reserves the right to report any and all irregularities of concern. These irregularities will be reported in writing to the instructor by dSS Testing Administrators.

Setting up Exams in dSS

It is the student's responsibility to make arrangements to test in dSS. Failure to make arrangements, in a timely manner, will not guarantee time, space, and supervision.

dSS Test Schedule Form: The Test Schedule form is available at the front intake area. It must be filled out at least **24 hours BEFORE** the test date. All information must be filled out **CLEARLY**. Forms should be left with the dSS receptionist.

Test arrangements will not be accepted by phone, no exceptions.

Day of Exam

dSS provides testing services Monday – Thursday from 8:15 am to 4:45 pm unless otherwise noted. Arrive in dSS on time for your exam. **Arriving 15 minutes** late will require rescheduling your exam with instructor's approval.

All personal items (backpack, textbooks, purses, electronic devices) will be secured in lockers within dSS.

Only approved accommodations (extended time, reader/scribe, calculator, etc.) are provided during testing.

Only dSS Testing Administrators may provide services (reader/scribe, etc.) for exams. No parent, spouse, friends, etc.

Only instructor approved materials will be allowed during testing (open book, notes, scantron, scratch paper, etc).

Noise reduction headphones or ear plugs are available upon request.

Any break, restroom or otherwise, will be documented and reported to your instructor.

Rescheduling Exams

All rescheduled exams require written approval from the instructor. Rescheduled exams require a new Test Schedule Form to be submitted to a dSS staff member. For any questions, please call 210-486-0020.

I have read and understand the dSS "Testing Policies and Procedures."

Student Name (Print) _____ Banner ID _____

Student Signature _____ Date _____

dSS Representative Signature _____ Date _____