

DISABILITY SUPPORT SERVICES STUDENT AGREEMENT

As a reminder of the rules for having tests proctored in the DSS office. These are not new rules, they are and have been printed on the back of every proctoring form. This should help avoid problems with students who must be turned away for their testing accommodations because they have failed to give DSS or their professor sufficient time to get arrangements in place.

- Students are not entitled to testing accommodations. Students are however, entitled to equal access, and sometimes to assure equal access, a student needs to be provided with reasonable accommodations.
- If it is determined that a student needs reasonable accommodations to have equal access in the testing process, we have established a procedure to assure that necessary access is in place.
- Students are to provide DSS a 7-day notice for exams they are wanting proctored at DSS.
- If DSS does not receive the stated 7-day notice, we may not be able to get arrangements in place and in a timely manner, to provide you the requested accommodations.
- In the event you do not have 7-days due to quiz or test dates changing, please contact DSS immediately and we will do our best to work with you and your professor.
- You need to provide your professors with a proctoring form for each exam, no less than 10 days before the exam so that they in turn can submit them to DSS in a timely manner.
- We are happy to proctor your exams but you do not need to take them at DSS. You are encouraged to meet with your professors and discuss with them, the best arrangement for you.
- The DSS testing lab fills up quickly, especially during mid-terms and finals. Students are encouraged to make an appointment to come in with their syllabi to schedule all their exams, as they are scheduled on a first come first serve basis.
- Should you fail to show up for two (2) scheduled exams, DSS will not schedule any further exams for you until you have made an appointment to discuss the same with the DSS Director.
- Please remember that requests for accommodations must be made each semester, even if services were previously provided.
- Students with disabilities have rights under the law, but they also have responsibilities.

By signing below I acknowledge that I have read AND understand this document.

Print or Sign Name

Date

**Failure to plan does not constitute an emergency on the part of the professor or DSS
Together we can SOAR and help you reach your destiny**