

## Testing Accommodation Guidelines

1. DSS students are responsible for providing their *DSS Accommodation* letters in person during office hours to each instructor, at the beginning of every semester.
2. Instructors will not provide disability related accommodations without DSS authorization.
3. Students should initiate contact with faculty to determine whether the accommodated exam will take place in the academic department or DSS office.
4. DSS students should take exams at the same time as the class, including final exams. If a scheduling conflict exists, exams should be taken as close as possible to the class exam time with instructor approval. **Instructors must approve all testing appointments**, including rescheduled exams.
5. Students must schedule all exams (including final exams) **at the start** of the semester, or as exam dates are determined, to ensure that a testing space is available.
6. When booking testing appointments, students must indicate their specific accommodation needs (e.g. use of computer, CCTV, Dragon, Kurzweil, JAWS etc.)
7. Exams will begin promptly at the scheduled appointment time. Students who are late will forfeit this time from their testing appointment.
8. If a student does not attend the exam at the scheduled appointment time, the exam will be returned to the faculty member.
9. Students must confirm their testing appointment with each instructor a minimum of one week prior to each exam to ensure that the instructor has adequate time to provide DSS with a copy of the exam. **DSS does not contact instructors to request exams.**
10. Bring all required materials needed for your exam (Blue Book, Scantron, pencil, etc.)
11. All personal items including electronic devices must be left outside of the testing room. During the exam, students may only use items approved by the instructor.
12. Students may not leave the testing room unless **absolutely** necessary. Routine restroom breaks are not permitted. Students should not plan on leaving the test room during your testing appointment.

### Academic Honesty:

The student acknowledges that they are expected to be honest in meeting the requirements of the courses in which they are enrolled. The student also acknowledges that all activities will be monitored by video camera (as well as by DSS staff members) and that any inappropriate behavior as defined by the SSU Cheating and Plagiarism Policy will be reported to the appropriate faculty member immediately.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
DSS Staff

\_\_\_\_\_  
Date

THE CALIFORNIA STATE UNIVERSITY