ACCOMMODATED TESTING CENTER (ATC)
GENERAL EXPECTATIONS:

- ➢ **No food will be allowed.**
- ➢ **Drinks with a lid allowed.**
- ➢ **Use the restroom prior to checking in at the Front Desk.**
- ➢ **Remove hats or turn them around.**
- ➢ **Be prepared to begin your exam upon entering the ATC.**
- ➢ **Make sure your cell phone is silent.**
- ➢ **Put phone, keys, smartwatch, and other small personal belongings in basket.**
- ➢ **Remove items required for your exam (pen/pencil, calculator, and approved resources) from your backpack.**
- ➢ **Avoid disturbing other students.**
- ➢ **Place your plastic bin or backpack on the designated shelf.**
- ➢ **Respect your proctor and listen carefully to instructions.**
- ➢ **Disruptive students will be asked to leave and are responsible for any consequences.**

EXPECTATIONS FOR ALL TESTERS:

- ➢ **Students must send their Accommodation Letter to their instructor prior to making exam request.**
- ➢ **Students must schedule an exam through Sign-up Genius and complete the DSS Exam Request Form. Without both steps completed, we do not have an exam for you to take.**
- ➢ **Students may not test until DSS has received acknowledgement from the instructor.**
- ➢ **Students may wait 30 minutes for an instructor response when sending a request on the day of the exam. After that point, the student must reschedule the exam.**
- ➢ **DSS will contact the instructor to ensure we have not missed an exam being sent to us. Students are responsible for negotiating requests to receive an extension or reschedule the exam.**
- ➢ **Students are expected to begin their exam at their scheduled time. Excessive tardiness will result in allotted time being based on the scheduled appointment, not when the student arrives and begins the exam. Director will notify student via email.**

HOW TO SCHEDULE YOUR EXAM:

- ➢ **Students must schedule their exam at least 5 days prior to the exam date.**
- ➢ **Plan to take your exam as close to the same day/time as your class. Any exceptions or make-up exams must have instructor approval.**
- ➢ **In Canvas, click "Need Help," the question mark on the left side menu.**
- ➢ **Complete BOTH the Sign-Up Genius (this secures your seat) and the DSS Exam Request (this notifies your instructor to send exam to DSS office).**