Testing and Exam Accommodations
The Disability Services Testing Center provides testing accommodations for students with disabilities when instructors are unable to provide them in the classroom or department. The student's accommodation letter will outline the requested exam accommodations based on a review of the student's medical documentation by his/her disability specialist. If you have any questions regarding the accommodations outlined in this letter please contact the student's specialist at (651) 626-1333.

Student Responsibility
The student must first meet with a disability specialist to identify reasonable accommodations and prepare a letter. The student will deliver the letter to the instructor and discuss accommodations in the classroom or department.

If the student cannot be accommodated in the classroom or department it is the student's responsibility to schedule his/her exams with the Testing Center 7 days prior to test time. Students must start or overlap with class time unless otherwise authorized by the instructor.

Students can schedule their exams online:
1. Go to http://ds.umn.edu
2. Click on “Request Services”
3. Click on “Schedule an Exam with the Testing Center”
4. Fill in all fields and submit

The Testing Center (612) 624-1666 will assist students with scheduling an exam, if necessary

Instructor Responsibility
The faculty member needs to talk with the student to determine if he/she will be able to provide the requested exam accommodations. DS encourages faculty to provide accommodations in the classroom or department, but if that is not possible the student should register to take his/her exam at DS.

Once the student is confirmed to take an exam at DS, faculty will receive an email notification to send the student's exam to the DS Testing Center. Faculty should:

• Verify that the exam details are correct.
• Identify any materials, such as notes or a calculator, allowed in the exam.
• Indicate whether or not the student is able to take any exam materials with them after the exam.
• Provide a method of contact should the student have questions during the exam.
• Send the exam to the testing center. (for detailed instruction, please see www)

The Testing Center appreciates receiving the exam within 48 hours of receiving the test request. If the Testing Center has not received the exam 24 hours in advance, faculty will receive a reminder email.

Rescheduling Exams
Scheduling changes or a cancellation for a test must be e-mailed and copied to student, instructor and the DS Testing Center in the same message at least 24 hours in advance of test time. Change requests that are not copied to all three parties in the same message cannot be verified and will not be processed.

The Testing Center will reschedule tests as space is available and confirm any processed changes with the student and instructor via e-mail. Unless confirmation is received regarding changes, the test will remain as originally scheduled.

Policy on Lateness
If the student arrives up to 30 minutes late for an exam he/she will be allowed to take the exam, but will not be allowed to go longer than the scheduled end time. (For example, if the exam is scheduled from 10:00 to 12:00 and the student arrives between 10:00 and 10:30 he/she will still only have until 12:00 to finish.)

If a student arrives more than 30 minutes after the start of the exam he/she will not be allowed to take the exam unless verified extenuating circumstances are involved and instructor permission is obtained.

For More Information
This brochure is an overview of policies. Please be sure to see our FAQ at www. for answers to questions and details on procedures, or contact us at (612) 626-1333 or dstest@umn.edu
ACCOMMODATIONS

CCTV
Close-circuit monitor and camera system provides access to print and other materials by increasing their size, contrast and brightness.

JAWS
Synthesized speech technology for Windows-based computer that speaks text-based information being displayed on the monitor.

Kurzweil 1000/3000
Computer software that reads scanned or electronic text using synthesized speech.

Private Room
A proctored testing room where a student is alone to take an exam.

Reader
An Access Assistant reads the exam to the student.

Reduced Distraction Test Environment
A proctored testing room, with minimal visual and auditory distractions that seats 10 or fewer students.

Scribe
An Access Assistant transcribes a student’s answers onto an exam.

Time Accommodation
A time extension for exams based on students’ needs, as supported by medical documentation.

Zoom Text
Screen magnification application for Windows-based computers.