

The Disability Support Services (DSS) program assists professors in providing alternative testing accommodations to eligible students with disabilities if the department is unable to provide the accommodation. DSS relies on student and faculty cooperation to facilitate alternative testing. Our testing facilities include a computer monitoring program and camera in testing space.

Student Responsibilities

1. Students are responsible for contacting instructors at the beginning of the quarter to identify self and discuss accommodations for special testing needs. **Because of limited space in the DSS office, please make arrangements within the class department to take test.** If that is not possible, contact DSS as soon as possible.
2. Testing room availability is on a first come, first serve basis. Due to limited space, the technology room is used for technology only. Make sure to schedule the exam at least 72 hours in advance and schedule the exam for the day the class is taking the exam.
3. You **MUST** take your professors a Test Taking/Proctor Form. It is your responsibility to convey the day and time you are taking the exam. *If need to schedule it a different day than the class, you MUST have your professors approval. If your professor has communication or form from you about the exam day and time, the exam will not be provided.*
4. Students must report to the DSS Office or other testing center on time for scheduled tests. As in the classroom situation, alternative testing arrangements are scheduled to end at a specific time and test times will not be extended when students report late. The DSS reserves the right to return examinations to the professor if a student is more than 15 minutes late (and has not notified the DSS of the delay).
5. Please bring your student ID to the testing appointment.
6. Students must leave all personal items outside the testing room. Only items authorized by the professor will be allowed. (This means no phones, headphones, etc.) DSS staff is not responsible for items left outside the testing room; please only bring what you need for the exam.

DSS Responsibilities

1. DSS will facilitate the accommodations to meet each student's need.
2. DSS is responsible for protecting the integrity of the examination process. We do monitor our testing space with a computer program and camera.
 - Follow the professors requests, exactly as instructed and record exam details
 - Provide a quiet and respectful place to take the exam, with minimal distractions
 - Return exam to the professors unless other arrangements have been made
3. DSS will keep a file with all test taking forms and exams until grades are posted.

Academic Honesty

EWU expects the highest standards of academic integrity of its students. Academic honesty is the foundation of a fair and supportive learning environment for all students. Personal responsibility for academic performance is essential for equitable assessment of student accomplishments. The university supports the faculty in setting and maintaining standards of academic integrity.

SID#

Student Signature

Date