FACULTY TESTING AUTHORIZATION FORM

(SEE REVERSE FOR TEST PROCTORING POLICIES)

THIS FORM MUST ACCOMPANY EACH EXAM TO DISABILITY SUPPORT SERVICES
(This will herein be referred to as DSS)

In signing this document I hereby confirm that any and all information supplied on this document is correct and true to the best of my knowledge and I agree to the terms and conditions set forth by Disability Support Services should corrections need to be made to this document. I also hereby agree that I will not hold Disability Support Services or any of its officers accountable for any errors in the testing process due to mistakes and/or incorrect information supplied on this document nor can it be held accountable should its office not receive the test and/or appropriate documentation.

Student: ___________________  Date: ______
Instructor (Sign): ____________________  Date: ______

TO BE COMPLETED BY STUDENT

Student: ____________________________
(Name)

Date given to instructor: _______________

Course: ____________________________

Test Date: __________________________

Test Time: __________________________

Special Requests:

___ Reader  ___ Writer
___ Computer  ___ Extended Time
___ Calculator  ___ Electronic Test

TO BE COMPLETED BY INSTRUCTOR

Instructor: __________________________

Instructor E-Mail: ___________________

Department Name: __________________

Campus Mail Code: __________________

Department Phone: ________________

Upon completion, tests are to be:

___ Picked up by instructor at DSS
___ Delivered by DSS (see Test Delivery on reverse)
___ Delivered by student to the Instructor

Check ALL ITEMS the student may have/use for exam:

___ Open Notes  ___ Calculator  ___ Computer Use
___ Open Book  ___ Dictionary  ___ Internet Access
___ Tape Recorder  ___ CD Player
___ Restroom Breaks

Special Instructions: ____________________________

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Instructor (Sign): ____________________  Date: ______

***INSTRUCTORS*** Please verify that the date and time of the test are correct and indicate devices/aids students may use during the exam. If the items above are not checked the student will not be permitted to use them. If the student does not arrive at the scheduled time/date, the test will be returned to the department and/or instructor that same day. The test can NOT be rescheduled. After this form is submitted, changes can only be made through the personal request of the Instructor. If you have any questions or concerns, call the Coordinator for Disability Support Services, Mr. Darshan Shah, at 973-443-8079.

FOR DISABILITY SUPPORT SERVICES USE

Student: ____________________________  Comments: __________________________

Test Taken: Date ______ Beg. Time ______ End Time ______

Proctor (s): ____________________________
DISABILITY SUPPORT SERVICES
TEST PROCTORING POLICIES

The Rehabilitation Act, as well as the Americans with Disabilities Act (ADA), requires that Fairleigh Dickinson University accommodate students with disabilities. One of the required accommodations may be adapted testing. The staff at Disability Support Services (this will herein be referred to as DSS) provide adapted testing after reviewing disability documentation and determining if adapted testing is appropriate for the needs of the student in question. Faculty may administer adapted tests in their own departments after consulting with DSS concerning the appropriate accommodations for said student.

When tests are administered at DSS, the following rules apply. Exceptions are made only on a case-specific basis after individual consideration and when supported by appropriate documentation.

Advising faculty – Students are asked to give a copy of their DSS Accommodations Agreement to faculty members as early in the semester as possible to inform faculty of their eligibility for test-proctoring services at DSS.

Reminder notes – Students are responsible for reminding the appropriate faculty members 2-3 days prior to testing dates. It is also the student’s responsibility to check with instructors or DSS to make sure exams have been delivered to the DSS office.

Adapted Testing Requests – The student must report to DSS at least 24 hours of intended test date. If the student fails to request adapted testing within this timeframe than DSS may not have sufficient staff to administer the exam and the student will be required to reschedule. Faculty must approve re-scheduled dates.

Dates and times of exams – All exams must end at DSS by 5:00 p.m. Exams scheduled at DSS must be taken on the same day and time as the rest of the class in the intended course, provided it is consistent with DSS hours, unless otherwise approved by the faculty member. The student in question must be on time for the scheduled exam. If the student is late they must reschedule their test after contacting their instructor to facilitate the necessary approved changes. DSS will keep exams locked in the testing file until otherwise informed by the student and/or faculty. If the student does not arrive at all during the scheduled time/date the incomplete test will be returned to the instructor that same day. In the event that this occurs, the student will NOT be permitted to reschedule their test and will have to contact the respective professor.

Proctoring – Proctors observe tests, in person to ensure the basic security and integrity of exams. A DSS officer will proctor the entire time students are testing, with the exception of open book and/or open note exams. Students will be asked to use the restroom and/or get refreshments before the exam begins and will not be permitted to leave the exam room unless otherwise indicated by the faculty member on the Faculty Testing Authorization Form. Proctors may also provide reading/writing assistance if necessitated by the student’s documented needs. If the student requires clarification of test questions, DSS staff will assist them in contacting the appropriate faculty member. If said instructor is unavailable the student is then permitted to submit more than one answer along with explanations of their actions.

Test delivery – Tests are to be delivered to the office of DSS located in the Library Annex when DSS is providing adapted testing. Tests can be sent through campus mail (M-LAO-01), e-mailed to the Coordinator for DSS (dshah@fdu.edu), or faxed to the DSS office (973-443-8932). If faxing or e-mailing documents, call to verify that the documents have been received. Upon student completion of exam, the test will be returned to the appropriate faculty member via the department mail code provided by staff as a confidential inter-department mail delivery, unless otherwise noted. If the Instructor indicates that they want the test delivered to them in person then they must indicate date, time and desired designation for the delivery of said test. There will be one delivery attempt only and then the faculty member in question will be required to make arrangements for the exam to be picked up either in person or by a representative at DSS. If you need exams before we are able to deliver, they can be picked up at Disability Support Services, (Dean of Students Office).

Take home tests – DSS does not administer take-home tests because students have unrestricted time & we have limited resources. Students should utilize the same help they use for homework.