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 Student Center when DSS is providing adapted testing. Tests can be sent through campus mail (M-SCO-03), e-mailed to the Director 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, (Student Center, next to campus book-store).

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.