

## ACCOMMODATED TEST PROCTORING INFORMATION FOR FACULTY

As always, DS does need your response form and exam 24 hours in advance in order to accommodate students. Some students require adaptive technology that requires extra set up time, which is why having exams early is crucial. We recognize your busy schedules and truly appreciate your efforts on that front! We hope this change helps make that easier!

**In an effort to simplify the process of setting up accommodated tests, we now have two options for faculty:**

1. As in the past, you can **continue to fill out your side of the paper test proctor form** and bring it to our office with your exam. *Keep in mind, students also have the option to do an online version, so you would need to get blue forms from our office if you wish to do the paper version.*

**OR**

2. You can now **fill out that information online using our online form** and bring your exam to our office. See below for details and to bookmark the link.

Either way, expect to get a DS Testing calendar invite once a test is scheduled in our office. That is just a confirmation for the student, and a reminder that we will need the exam in our office.

We hope this change makes scheduling test proctoring more convenient for you, makes it easier for you to get the test conditions and exam to us 24 hours in advance, and streamlines the process for students as well! If you're comfortable, you can also email exams to us.

**Here is how the process works:**

1. At least 3 days before your exam, students fill out [this form](#). *\*If the student is requesting alternative testing times, they need to get your approval BEFORE they fill out the form (that's true for blue forms too).*
2. Filling out that form automatically emails me and Pam for approval of accommodations listed.
3. You will receive an email from one of us, with the link to the [Instructor Response Form](#) (It will be linked to the DS website, or you can bookmark it too). *\*If a student brings you a paper blue form, you can still fill your portion out online. \*\*At this point, if you prefer to do a paper version, you can stop by our office to do so instead.*
4. You fill out and submit [the form](#) online. It is automatically sent to me and Pam.
5. You and the student will receive a DS Testing calendar invite for the exam time/date. You do not need to reply to that invite; it is simply to make you aware that we did receive your information, confirm the testing time with the student, and serve as a reminder to send your exam to our office.
6. The student comes to our office at the exam time and the exam is returned to you in the way you specified on the form.