

# **Student Disability Services**

## **Testing Policies and Procedures**

The Office of Student Disability Services (SDS) at the University of South Alabama is committed to providing support services and equal access to students with a documented disability. To achieve this goal, testing policies and procedures are in place to ensure the University of South Alabama faculty, staff, and students comply with acceptable laws and guidelines and continued academic integrity.

### **Scheduling of Exams**

#### Regular Exams

In order to accommodate an exam request the student must submit their request a minimum of 48 business hours prior to a regular exam. The advance notice does not include weekends. This 48-hour policy is required to ensure sufficient seating. Failure to submit a test request in a timely n a ti8640(fic)5 (i

3. We cannot guarantee a completely private test room, especially during heavy testing times such as midterms and finals.
4. On the day of the test, students are required to start the exam at the designated time submitted

## Faculty Responsibilities

1. Before accepting any test accommodation request from a student each term, the instructor should have a copy of the student authorized testing accommodation letter either by email from the student or hand delivered.
  
2. Instructors should send tests to the SDS Office at least 24 hours in advance of test time. Faculty can send tests to the SDS Office in a variety of ways:
  - a. Tests can be uploaded to Accommodate (<https://southalabama-accommodate.symplicity.com/faculty>)
  - b. Tests can be submitted by e-mail to [specialstudents@southalabama.edu](mailto:specialstudents@southalabama.edu)
  - c. Tests can be hand delivered to 320 Alumni Circle, Educational Services Building, Suite 19;
  - d. Or tests can be picked up by a SDS representative.

Completed tests are returned by a SDS representative to the designated department in a sealed security bag (or, if instructors prefer, they can indicate on the form that they will pick up the test). Delivery of exam will be confirmed by the signature of a department representative who will ensure the instructor will receive the exam. The delivery receipt will be kept on file in the SDS Office. Please allow up to 48 hours for test to be returned back to the department.

The SDS Office is committed to providing equal access, support services and a secure testing environment. All students are required to adhere to the University of South Alabama Student Academic Integrity Policy.