Exam Services

DS works hard to ensure that appropriate testing accommodations are provided for students who are eligible for services. We want your exam/quiz experience to be smooth and efficient with minimal disruption. In order to do so and continue to maintain the integrity of Exam Services and the exam/quizzes being administered, we have implemented the following rules for all users of Exam Services.

I. Exam Services Hours of Operation

II. Contact Information

III. Scheduling Exam/Quizzes

IV. Changing Exam/Quiz Dates/Times

V. Taking Your Exam/Quizzes

VI. Checking Your Exam/Quiz Schedule

VII. Exam Forms

Exam Services Hours of Operation

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>8:00 a.m.–5:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m.–3:00 p.m.</td>
</tr>
</tbody>
</table>

* Exam Services may stay open until 7:00 p.m. on Monday, Tuesday, Wednesday and/or Thursday only if there are exams/quizzes scheduled.

Contact Information

- DS Office: 361.825.5816
- Exam Services: 361.825.2259
Scheduling Exam/Quizzes

- To request services from our office, you are required to register with DS prior to the beginning of each semester.

- You are required to provide a written schedule of your exams/quizzes to Exam Services. The Exam/Quiz Schedule/Change form must be completed, including the professor’s signature, and submitted to Exam Services in a timely manner; preferably within the first two weeks of Fall and Spring semesters or the first week of Summer Sessions.

- All exams/quizzes will be administered at the regularly scheduled time of the class, unless the scheduled exam/quiz time conflicts with Exam Services hours of operation. In those cases, the exam/quiz must be scheduled for either earlier that same day or the following day to ensure that your allotted time coincides with Exam Services hours of operation.

- If the exam/quiz will be administered at a time different from the regularly scheduled time, Exam Services must receive written approval from your professor to take the exam/quiz at an alternate time. The alternate time must be given to Exam Services in writing at least TWO (2) WORKING DAYS (One (1) working day for Summer Sessions) in advance with your professor’s signature of approval.

- You are required to give Exam Services at least TWO (2) WORKING DAYS (One (1) working day for Summer sessions) ADVANCE NOTICE of all exams/quizzes (except final exams—see below).

- For example, an Exam/Quiz Schedule/Change form received on Friday by close of business day (note
hours of operation above) allows for the student to take exams/quizzes in Exam Services on the following Tuesday.

- Final exam schedules must be completed in WRITING and signed by the professor. **FINAL EXAM SCHEDULES MUST BE RECEIVED IN THE EXAM SERVICES OFFICE BY 5:00 P.M. THE LAST THURSDAY OF THE REGULAR SEMESTER, OR IN OTHER WORDS, ONE WEEK PRIOR TO THE BEGINNING OF FINAL EXAMS.** No exams/quizzes will be scheduled after the deadline!

### Changing Exam/Quiz Dates/Times

If your schedule changes for any reason, it is **your responsibility** to notify this office of those changes in **writing**. The **two (2)working** days prior to the exam/quiz rule still applies. Final exam dates/times cannot be changed after the submission cut off date.

#### Procedures for Changing Exam/Quiz Dates/Times

Please read the following procedures carefully.

- You must submit the Exam/Quiz Schedule/Change form that details the time and date of the change. It must be signed by you and the respective professor.

- Or you may e-mail Exam Services of the time/date change and copy the message to the respective professor. The professor will then need to confirm the time/date change either by sending an e-mail to Exam Services or by calling Exam Services prior to the request being validated. Exam/Quiz changes may be made by phone only by the professor.
Taking Your Exam/Quizzes

- Punctuality is essential! Our staff scheduling and testing room reservations are set by need. Variation from the schedule may cause undue disturbance and disruption to yours and/or others exam/quiz accommodations. You would not be late for an exam or quiz in class; the same courtesy applies at Exam Services.

- There is a 30 minute hold period. If you have not arrived at Exam Services within 30 minutes of the scheduled time of the exam/quiz (according to the Exam Services clock), your exam/quiz will be returned to the professor whether or not you call to say you will be late. It is then up to you to talk with your professor to request a make-up exam/quiz. The professor is not required to grant a make-up exam/quiz due to tardiness. To reschedule your exam/quiz with Exam Services, please refer to Changing Exam/Quiz Dates/Times above.

- You will be allowed to use only the amount of time endorsed by your agreement with our Director or Assistant Director.

- Your allowable time to take the exam/quiz starts at the scheduled time of the exam/quiz. If your exam/quiz is being picked-up at the class or from the professor, your allowable time starts when the exam/quiz arrives at Exam Services. **Your allowable time starts even if you call to say you will be late. Your punctuality is essential!**

- For example, the exam/quiz is ready at Exam Services at 8:00 a.m. (your scheduled time) and you arrive at 8:10 a.m. for that exam/quiz—you will still be allowed to take the exam/quiz because it’s within the 15 minute grace period before your time starts being deducted. However, if you arrive after the 15 minute grace period, but before the 30 minute hold period expires, for example 8:25 a.m. your allowable exam/quiz time will be shortened by the number of minutes you are late. In this
case by 10 minutes.

- Do not assume we are picking-up your exam/quiz from the class and will be arriving at Exam Services later than the scheduled time. We are currently working on a more efficient pick-up and delivery system. We can not stress enough—**YOUR PUNCTUALITY IS ESSENTIAL!!**

- You will be allowed to use only the items your professor has approved in writing for use on the exam/quiz.

- You are to supply **ALL** necessary exam/quiz materials including: blue book, calculators, pencils, scantrons, etc.

- The testing rooms are monitored on a regular basis.

- Breaks and trips to the restroom will be monitored by the DS staff.

- You are responsible for following instructions on the exam/quiz and will assume any penalties that may result from misunderstandings and misinterpretations.

- The Exam Services proctor will enter your testing area from time to time **without knocking**.

- You are allowed to wear ear plugs to assist in distraction limitation.

- Anyone found cheating will be required to surrender his/her exam/quiz and the professor will be notified.

---

**Checking Your Exam/Quiz Schedule**

- You are strongly encouraged to confirm the dates and times of your exam/quizzes on a regular basis either by phone or e-mail.
The responsibility is yours to make sure that you have scheduled the exam/quiz dates and time correctly.

Exam Forms
Please call the Exam Services at 361.825.2259 if you would like us to fax a form to you.

Exam Scheduling Form Download
- Download the [Word Document](#)
- Download the [PDF Document](#)

Acknowledgement of Testing Conditions Form
- Download the [Word Document](#)
- Download the [PDF Document](#)