In general this fall, our office will be available to provide limited remote proctor services via Zoom. Due to social distancing requirements, DSS will not be providing face-to-face proctoring services except for extremely rare situations when a student might need adaptive technology etc. that is only offered through our testing rooms.

Let us know if you have any questions about testing accommodations. You can always email us at DSStesting@callutheran.edu

As the student, you have some responsibilities when using your approved testing accommodations in this virtual learning period. Please take note!

Using Specific Testing Accommodations:

1. Hand-Writing Exam Responses: If you are approved for this accommodation, remind your professor if you plan on using this accommodation. It might be possible for you to print the exam and mark directly on it. Then, you could perhaps scan or take a photo of your written responses and submit them via BlackBoard.

2. Timer/Countdown: If you get distracted by or anxious from a clock or timer on your computer screen during an online exam, we recommend you put a post-it note on the computer screen to cover it up.

3. Live Reader or Kurzweil: If you typically use a live reader or Kurzweil to read exam questions out loud to you through our office, we encourage you to try using a different computer-based program to do this. Our office has posted a variety of free applications on our website for text-to-speech options(link). Our office might also be able to provide these accommodations, but you would need to contact us right away to discuss this. You must submit a DSS Testing Request at least 1 week ahead as usual.

4. Scribe or Dragon: If you are approved for a scribe or the use of Dragon Naturally Speaking, feel free to use your own software. Our office might also be able to provide these accommodations, but you would need to contact us right away to discuss this. You must submit a DSS Testing Request at least 1 week ahead as usual.

5. Alternative Testing Location: Our office will not be available to provide face-to-face proctoring nor testing rooms during this fall. You may want to try using ear plugs, noise canceling headphones, or white noise machine/fan. You can also check the CLU KNOW webpage for updates regarding open study spaces on-campus which include the Thousand Oaks and Oxnard sites.
6. Take-Home Exams: If the professor gives a take-home exam, please do not wait until the last minute to complete and submit the exam. Technology issues can happen unexpectedly, and you should not risk missing a due date.

**Deadlines and Instructions:**

1. The online Testing Request can currently be found in your portal within Accommodate.
2. Please speak to your professor prior to filling out the form about the length and format of the exam, what is allowed for the exam i.e. notes, model kits, calculator, if a computer is needed etc., or any other special instructions.
3. **You are expected to submit the online Testing Accommodations Request Form at least 1 full week ahead of when the regular exam is to happen.** (If it is supposed to be on a Thursday, then you need to submit the form by the Thursday before.) One week ahead is the minimum amount of time. You are welcome to submit the form several weeks ahead if you wish.
4. **For finals, there is a different deadline for when you would need to submit a Testing Request through Accommodate. Refer to the DSS website for the semester specific deadline.**
5. If you need testing accommodations for a special type of exam such as a Comprehensive Exam for graduate level work or for an LPE etc., please contact our office several weeks in advance to discuss your needs. You may also need to complete a Testing Request form for these types of exams.
6. If your class occurs in the evening/over a weekend, we will most likely need to arrange for you to take the exam either earlier that same day or on a different date. Contact our office to figure out specifics for your situation by emailing DSStesting@callutheran.edu, and be sure you go ahead and submit the Testing Request form by the typical due date.

**REMEMBER** it is your choice if and when to use your testing accommodations. And, you must keep the above deadline expectations in mind as they are very important.

Let us know if you have any questions about testing accommodations. You can always email us at DSStesting@callutheran.edu