



THE CATHOLIC UNIVERSITY OF AMERICA
OFFICE OF DISABILITY SUPPORT SERVICES
127 PRYZBYLA CENTER
202-319-5211
[HTTP://DSS.CUA.EDU/](http://DSS.CUA.EDU/)

DSS Testing Protocol

1. Students with testing accommodation will request to take a test with DSS via [“DSS Test Request” Google Form](#).
 - a. One request must be made for each test.
 - b. Students can request up to 2 weeks before a test is scheduled. If requested later than this deadline, it is not guaranteed that the student will be able to take the test with DSS.
2. 2 weeks before scheduled test, DSS will email professors, notifying professors that their student has requested to take a test with DSS and asking them to fill out the [“DSS Test Information” Google Form](#).
 - a. Professors must complete one [“DSS Test Information”](#) form per test, but not per student.
3. As soon as DSS receives the completed “DSS Test Information,” DSS will pair it with the student and schedule the test within the professor’s time parameters.
 - a. DSS will use student’s class calendar to ensure that test does not interfere with class time.
 - b. Once test has been scheduled, students will be invited to the test event on Google Calendar
4. If a student would like to make any changes to the time of the scheduled test, they may call DSS or stop by the office. This is made clear at the end of the [“DSS Test Request.”](#)
5. 2 days before exam, DSS will email professors to remind them to send in test if it has not already been received.
6. Student will come to take the test at the scheduled time.
 - a. Strict protocols are in place to ensure test security. This includes students signing the Academic Honesty Policy for each test, trained staff proctoring exams, and sealed, opaque envelopes for transporting tests.
 - b. All students will be provided only pre-approved and requested accommodations.
 - c. If student arrives late, they will have the remainder of the scheduled time to take the test, but *no extra time*.
 - d. If student does not come to test, both student and professor are notified.
7. Once test is complete, the completed test will be sent to the professor via the method they designated on the [“DSS Test Information”](#) form.
 - a. If the test is scanned and emailed to the professor, the original hardcopy will be kept in a locked drawer in the secure DSS Office for 1 semester. After 1 semester the exam will be shredded.