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TO: GVSU Community

FROM: Kathleen VanderVeen, Assistant Vice President for Inclusion Planning and
Director of Disability Support Resources

RE: EFFECTIVE IMMEDIATELY: Disability Support Resources Revised Testing Procedures

Disability Support Resources (DSR) provides testing accommodations for eligible students whose disabilities have been documented with DSR. It is the student's responsibility to register with DSR. The procedure for students to register with DSR is available at <http://www.gvsu.edu/dsr/registering-with-disability-support-resources-85.htm>

It is also the student's responsibility to notify professors of the need for testing accommodations. Students do so by sharing a memo from DSR outlining the needed accommodations. Professors have the discretion of how tests are administered. Our experience is that students do better when they take their exams with the professor; however, if the professor is unable to proctor an exam for a student with a documented disability, DSR is available to assist. Please consult with DSR if you have questions or need support.

All students who are eligible to receive accommodations for testing and want to test with DSR, must use the online system to request this service. DSR students are instructed by their DSR advisor as to how to request this service. See instructions at the following link http://www.gvsu.edu/cms4/asset/92389C3B-9ECF-2A5B-BF659E6FB98E1FDA/test_accommodation_from_instructions_8-28-15.pdf.

Please review the following procedures for testing services through DSR, as some aspects have changed:

1. **(NOT NEW)** Students must submit online test requests **10** days prior to the test date.

Please note: Students are able to submit all test requests as early as the beginning of the semester including final exam requests. For each test request submitted, the professor will receive an *automated* email that will provide a link for them to click and confirm the request as it relates to the **time** the test is going to be given, as well as state the desired conditions for the test, such as use of calculator or other materials and the like, and make any noted changes. Once the professor submits the online approval, DSR and the student will receive *automated* emails of the approval, and DSR will then put into motion the plans for rooms, proctors, and/or assistive devices that might be needed or required for the student. **This approval step is critical to ensuring the test is administered in the way in which the professor prefers. Attention to this step is needed as soon as the professor receives the automated email. Please do not send a separate email.**

2. **(NEW)** Students will have the following time blocks to choose from when they apply online to take a test with DSR:
 1. **M, T, W, R: 8:15 a.m., 11:00 a.m., 2:00 p.m., or 5:00 p.m.**
 2. **F: 8:15 a.m., 11:00 a.m., or 2:00 p. m.**

The student and professor should agree upon the best time block to choose. We recommend they chose the time frame closest to the actual test; however, we realize this is not always possible. Please be as flexible as you can with your student.

3. **(NOT NEW)** A hard copy of the test must be submitted no later than two business days (before 5:00 p.m.) before the scheduled exam. **(NEW) Additionally, emailed or faxed copies of the test will no longer be accepted.** Faculty who have difficulty meeting these requirements should consult with DSR as soon as possible.
4. **(NOT NEW)** When sending/delivering the hardcopy exams, please include the following information on the outside of the sealed envelope.

Student Name & G#:

Course#

Professor Name:

Test Date & Start Time at DSR:

5. **(NOT NEW)** Final exams will be scheduled in one of the following time blocks based on the time the class is scheduled to take the final exam: 8:00 a.m., 11:00 a.m., 2:00 p.m., and 5:00 p.m.) No 5:00 p.m. testing on Fridays or during the Spring/Summer term. **All final exams will be proctored in Allendale.**
 - **(NOT NEW)** Students must submit online test request FINAL EXAM accommodations 20 days prior to the test date/the Monday of finals week. NOTE: DSR does not accept Alternative Test forms for final exam requests.
6. **(NOT NEW)** Accommodations for unique situations will be handled on a case by case basis. Please contact DSR at dsrgvsu@gvsu.edu .

For questions, please contact DSR at dsrgvsu@gvsu.edu or call 1-616-331-2490.