

TESTING POLICY

1. Students seeking DSR Testing Accommodations must be approved through DSR for this accommodation. To schedule a test to be taken with DSR, submit each test accommodation request to Testing Services online at <http://www.gvsu.edu/dsr>, a minimum of **5** days prior to the test date. A hard copy alternative form is required if the **5-day** deadline for the online testing form has been missed. The alternative form can only be obtained from Disability Support Resources (DSR) staff and is good only for the date and time agreed upon. *Note: If two alternative forms are used during one semester, testing privileges may be suspended at DSR.*
2. All testing requests will be scheduled in one of the following time slots, closest to when the regular class is scheduled to take the test/exam: 8:15 a.m., 10:30 a.m., 1:00 p.m or 3:00 p.m..
3. It is at the professor's discretion whether your exams are taken with DSR. Professors may accommodate their own exams. NOTE: Any time your professor has agreed to provide you with your testing accommodations, then you will not need to submit any request through DSR. Please give your professors a five-day advance notice of testing accommodations. If you delay on notifying your professor, s/he may request that you test with the class. *Note: Please be mindful of your professor's time.*
4. **Please arrive on time for all exams.** Testing appointments begin and end at the scheduled time. Arrive at least five minutes prior to the test time. If an individual arrives late then the testing time will be reduced and the instructor may be contacted. When the scheduled test time ends all testing materials, including the completed test, notes and Scantron (if applicable) will be collected promptly. Students cannot retain any testing materials. *For example, if you are scheduled to test from 8:15-10:15 and arrive at 9:15, you will have only 1 hour to test and all testing materials must be turned in at that time. Note: If two late arrivals occur in one semester, testing privileges may be suspended at DSR.*
 - **Requests for FINAL EXAM accommodations must be submitted online a minimum of 20 days prior to the test date/the Monday of finals week. Final exam requests during the Spring/Summer must be submitted 10 days in advance.** Be sure to arrive no less than 10 minutes prior to the scheduled test time. **Alternative forms will not be accepted for final exams.** All final exams will be proctored in Allendale. The exception is if your professor has agreed to proctor the test.
5. **Final Exams will be scheduled in one of the following time slots, closest to the time the regular class is scheduled to take the final exam: 8:00 a.m., 11:00 a.m., or 2:00 p.m.**
6. DSR will not reschedule you for a "missed" test without notification/approval from the professor. The professor is not required to allow you to makeup or reschedule a "missed" test. All reservation requests will be reviewed, but cannot be guaranteed. All reservation changes must be completed within 48 hours of an approved reservation. Please notify DSR via email at dsrgvsu@gvsu.edu and cc' your professor, for any submitted request that needs to be cancelled. *Note: If two "missed" tests occur in one semester, testing privileges may be suspended at DSR.*
7. **Please plan to use the restroom prior to beginning your exam.** Bathroom breaks are not allowed during exams except for documented accommodations or emergencies. Do not leave the testing area without permission.
8. The following items are prohibited in the testing room: cell phones, purses, book bags, coats, hats, jackets, hoodies and/or scarves. *Exceptions will be made for religious attire if requested.*
9. Food is not allowed in the testing room. If a documented medical condition exists which requires food, then it may be consumed outside of the testing room. Please notify the testing staff if accommodations are required. *Beverages are allowed.*
10. DSR personnel cannot clarify questions on tests.
11. Any form of academic dishonesty will forfeit testing accommodations with DSR for the remainder of the semester or longer and involve a referral to meet with your DSR Advisor. Notice may also be sent to the Dean of Students office.
12. DSR Testing rooms are under video surveillance.
13. **DeVos Center (DEV): No final exams will be given at DeVos Center (DEV) or the Center for Health Sciences (CHS).**
14. No smoking of any kind is permitted in the testing rooms. This includes electronic cigarettes and vaping of any kind.
15. Tests must be turned in immediately when the allotted amount of test time has expired. The proctor should not have to ask more than once. Please note: this means bubble sheets should be completed before test time has expired.