

TEST ACCOMMODATION INFORMATION

DSS encourages faculty to administer their own tests so that they are available to the student in case they have questions or there are irregularities with the test. However, DSS understands that some faculty members prefer to have our office administer their test due to lack of space or other resources. It may be important for you to know that DSS can only administer a test during their office hours between 8:00am to 5:00pm.

If You Plan To Administer Your Own Tests

Simply indicate on the *Test Request Form* provided by the student that you prefer to administer your own tests. It will not be necessary for us to contact you again. Please visit with the student prior to the test date to ensure that appropriate accommodations are provided.

If You Administer Tests Via K-State Online

For information on how to grant a timed exception or alter a due date, see the DSS K-Access web site at http://www.k-state.edu/dss/k-access/how_do_I.html.

If You Are Requesting Assistance from DSS

1. The student will provide you with a *Test Request Form* that you will need to complete. The student will need to return the form to DSS at least 3 working days prior to the test date. Typically, this form can be completed in its entirety at the start of the semester.
2. The *Test Request Form* provides you an opportunity to inform DSS how the test should be administered as well as how DSS will obtain the test. Whenever possible, we ask that you e-mail the test to tst@k-state.edu. If you prefer you may deliver the test to DSS at 202 Holton Hall, or inform us when the test will be available for pick up at your department office.
3. Tests sent by e-mail attachment are preferred. Tests are needed in electronic format for students who use screen reading software. If the test is not provided by e-mail, DSS must have a hard copy of the test 48 hours prior to administration in order to allow for processing.
4. DSS will e-mail a reminder regarding agreed upon test arrangements prior to the day of the test.
5. When the student has completed the test, it will be returned to your departmental office or you may arrange to pick up the test at 202 Holton.

Tests, information and questions regarding administration of tests may be e-mailed to tst@k-state.edu.

If you have any questions or concerns you would like to discuss, please call DSS at 532-6441.