

Student Disability Services

Testing Policies and Procedures

The Office of Student Disability Services (SDS) at the University of South Alabama is committed to providing support services and equal access to students with a documented disability. To achieve this goal, testing policies and procedures are in place to ensure the University of South Alabama faculty, staff, and students comply with acceptable laws and guidelines and continued academic integrity.

Scheduling of Exams

Regular Exams

In order to accommodate an exam request the student must submit their request a minimum of 48 business hours prior to a regular exam. The advance notice does not include weekends. This 48-hour policy is required to ensure sufficient seating. Failure to submit a test request in a timely manner, will result in a non-acceptance of your request and you will be advised to report to class. Students must submit their test request to

<https://southalabama-accommodate.symphlicity.com/students/>

Evening Exams

In order to accommodate an exam request for an evening class exam, final exam, and comprehensive exams, the student must submit exam request five business days in advance. This advance notice does not include the weekends. Failure to submit test request in a timely manner, will result in non-acceptance of your request and you will be advised to report to class. Students should submit their tests request to <https://southalabama-accommodate.symphlicity.com/students/>

The following policies apply to students taking tests in the SDS office.

1. Test time scheduled by a student must be the same time as the scheduled class unless approved by the instructor.
2. Students that need to reschedule an exam for any reason must reschedule with the instructor. If the instructor allows rescheduling, it is the student's responsibility to notify the Office of Student Disability Services of any changes.

3. We cannot guarantee a completely private test room, especially during heavy testing times such as midterms and finals.
4. On the day of the test, students are required to start the exam at the designated time submitted on the approved test request. If the student does not come on the scheduled test date, the instructor will be notified and the exam will be returned.
5. Students must notify the Office of Student Disability Services if arriving more than 15 minutes after the scheduled exam time. If a student is more than 30 minutes late, the instructor will be notified for permission to begin the exam late.

Cheating

Academic dishonesty is inappropriate and will not be tolerated during tests. Academic dishonesty includes (but is not limited to) the following:

Possessing or utilizing unauthorized materials, prepared notes or answers keys during a test.

Leaving the room with scrap paper.

Utilizing a cell phone or smartwatch during an exam.

Unauthorized calculators or other electronic devices.

Incidents of cheating will require that an incident report be written up describing the incident; this information will be sent to the instructor and will be placed in the student's file at SDS. The student will be dismissed from the testing room and will be advised to follow up with the instructor.

Faculty Responsibilities

1. Before accepting any test accommodation request from a student each term, the instructor should have a copy of the student authorized testing accommodation letter either by email from the student or hand delivered.

2. Instructors should send tests to the SDS Office at least 24 hours in advance of test time. Faculty can send tests to the SDS Office in a variety of ways:
 - a. Tests can be uploaded to Accommodate (<https://southalabama-accommodate.symplicity.com/faculty>)
 - b. Tests can be submitted by e-mail to specialstudents@southalabama.edu
 - c. Tests can be hand delivered to 320 Alumni Circle, Educational Services Building, Suite 19;
 - d. Or tests can be picked up by a SDS representative.

Completed tests are returned by a SDS representative to the designated department in a sealed security bag (or, if instructors prefer, they can indicate on the form that they will pick up the test). Delivery of exam will be confirmed by the signature of a department representative who will ensure the instructor will receive the exam. The delivery receipt will be kept on file in the SDS Office. Please allow up to 48 hours for test to be returned back to the department.

The SDS Office is committed to providing equal access, support services and a secure testing environment. All students are required to adhere to the University of South Alabama Student Academic Integrity Policy.