Information for Faculty Regarding ODS Testing

Accommodations

This sheet provides detailed information for faculty regarding exam accommodations for students who utilize the testing services provided by ODS. The ODS testing center is always open 8:30 AM – 7 PM, Monday through Thursday and 8:30 AM – 5 PM on Friday during the regular academic year. Summer hours are shortened and we do not offer evening testing hours. Please note: As part of our service, limited space and proctors are provided in the ODS testing center. ODS is located at 804 University Ave on the 3rd floor.

Faculty Check List

☑️ Receive student Accommodation Letter (See Back sheet for Sample)
☑️ Meet with student to discuss the following:
  o If the course examination does not fall between ODS hours of 8:30-5 PM, will you be providing the accommodation? What is the course of action if you will not?
  o If you are giving a “Pop Quiz”, how will the student’s accommodation be provided?
  o If the student should test at ODS, please give us the Exam form highlighted information when submitting exams/tests/quizzes. (See right)
  o If an alternative exam date or time has been agreed upon, has that been indicated on the intake or email submittal?
  o Important: Once you and the student have agreed upon a time and date for the exam that works with the student’s schedule and accommodation, the Student must then sign-up for their exams using the ODS test sign-up sheet found online at www.disabilityservices.syr.edu under the student information page.
☑️ Send exam to ODS with the information requested on the exam form at least one business day in advance if possible.
  o Preferred method is by email at examsods@syr.edu or Drop off. Courier hours are only offered between 2 PM and 3 PM daily for pick-up and drop-off of exams.

Exam Form

☐ If you email exams to examsods@syr.edu, there will be an auto-reply that confirms the receipt of your exam and requests the highlighted information found on the exam form.
☐ Only one form per exam is necessary.

Disability Services Exam Form

Test Date: 

COURSE CODE/ NAME: 

STUDENT LAST NAME: 

STUDENT FIRST NAME: 

ACCOMMODATIONS: 

START TIME: 

ESTIMATED END TIME: 

ACTUAL END TIME: 

INSTRUCTOR: 

CONTACT INFO DURING EXAM:

Alternate Contact Name & Info:

Exam Date & Time

This exam will be taken on (Date) at (Time)

• Time (in Minutes) for Class:

Approved Exam Materials

☐ Calculator
☐ Computer
☐ Blue Book
☐ Formatted
☐ Dictionary
☐ Nothing Allowed
☐ Open Book
☐ Open Notes
☐ Scannable – Please Specify – Blue, Purple, Full, etc. In Comments
☐ Other: COMMENTS/SPECIAL NOTES:

Signature Acknowledging Receipt of Exam: 

Date Sent/Picked Up: 

Signature of Courier if Applicable: 

Data Delivered: 

Complete all highlighted sections. Include this information with the exam you are submitting.
If questions arise regarding testing accommodations and services please contact Disability Services at 315-443-3606.

Special Notes for Instructors

- If a student has “Reader/TTS” or “Scribe/Speech Recognition” as an accommodation, it is requested that the exam be delivered in Microsoft Word format, either through email or on a portable jump drive.

- If you would like to discuss providing accommodations for the student on your own, please contact us with any questions or for assistance.

Please note this is only a Sample Letter