



## Office of Disability Services Testing Services Information for Professors

### Welcome to Testing Services!

This page serves as an outline for instructors regarding student accommodations for testing services. Disability Services' Testing Center provides a distraction-reduced setting and proctors. We are open Monday-Friday 8:30-5:00 and located at 25 Capen Hall on UB's North Campus.

### Meeting with Your Student

In the beginning of the semester, if a student approaches you with an DS memo we encourage you meet with the student to go over the process together. When meeting with the student you may want to discuss the following topics:

- How will the exams get to DS?
- If an alternative exam time is needed how will this be arranged? .
- Discuss policy on make-up exams.

If any questions arise during this discussion about accommodations and services please do not hesitate to contact Kristin Harte the Testing Services Coordinator at 645-2608.

### Delivering the Exam to DS

**1: Drop Off:** Exams can be dropped off during our business hours Monday-Friday 8:30-5:00.

**2: E-mail:** E-mail exams to DS using the following e-mail: [stu-disability@buffalo.edu](mailto:stu-disability@buffalo.edu)

**3: Fax:** You can send the exam via fax to 645-3116.

**\*\*\*Note: Please include the following information when sending/ delivering the exam to DS:**

**Name (s) of the students (if known), length of time the class is allowed for the exam, course materials allowed, contact information, and a method of return for the exam.**

### Exams Returned

Please indicate on the Exam Intake one of the 4 following methods to have the exam returned

**1: Pick-Up:** When the exam is complete an instructor or designated personnel may come to DS pick-up the exam.

**2: Campus Mail:** Please include on the on the Exam Intake the mailing address, instructors name and Department to where the exam is to be sent. Please allow 2-3 days for the exam to be returned.

**3: Fax:** When selecting this method include on the on the Exam Intake the full fax number where the exam should be sent.

**4: Student Delivery:** The students can sign an academic honesty form and ODS will seal the exam for them to take it back to the instructor. However, we are not responsible for the security of the exams which are not personally delivered and picked up by the designated personal from your staff.