Student Testing Guidelines
Office for Disability Accommodations (ODA)
The University of Southern Mississippi

In order to accommodate your disability testing needs, ODA urges students to adhere to the following guidelines. Throughout these guidelines, the term “test” may refer to an exam, test, or quiz.

To schedule a test with ODA:

- Contact ODA five (5) working days prior to the test date.
- Schedule the test at the same time (and date) as the class test unless the student’s class schedule or ODA’s schedule interferes. Otherwise, the instructor must approve an alternate testing time.
- Remind the instructor that test will be taken at ODA. This should be done for each test taken at ODA.

To reschedule a test with ODA:

- Take the test by the date the instructor gives on the “Testing Instructions” form, or obtain the instructor’s approval to take the exam after that date. The instructor must call ODA to convey that the test can be rescheduled. Tests can be rescheduled after the instructor calls ODA.
- Proof or written documentation from an appropriate professional may be needed to verify the extenuating circumstances that prevent the test from being administered at the scheduled time.

Arrive on time. If students are late for a test (more than 15 minutes), the test may be regarded as a missed test that must be rescheduled and the above rescheduling guidelines will apply.

Adhere to rule about items not allowed in Testing Rooms. Students’ personal belongings, purses, books, book bags, notes, cell phones, computers or other electronic devices, are not allowed in the testing room unless specified on the Testing Instructions Form that is completed by the instructor. If ODA suspects academic dishonesty during testing, it will be investigated immediately. Mirrors, video cameras and observation will be used to ensure that cheating does not occur.

Student Name _______________________________________    ID # _______________________________

Student Signature ________________________________    Date _______________________________

ODA Staff Signature ________________________________    Date _______________________________

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