

Disability Services Procedures and Testing Guidelines
Morningside University

Disability Services (DS), faculty, and/or Morningside University are not liable if students' fail to follow any of the procedures and terms outlined below.

1. Students must contact DS prior to classes starting each semester to arrange for accommodations. If students' change or alter their schedule any time after classes have started, they are responsible for notifying DS.
2. Students Exam Accommodation forms must be submitted 3-5 business days (excluding Saturdays and Sundays) prior to scheduled tests. A web form is available online at <https://library.morningside.edu/disability-services.html>. It is the students' responsibility, not the instructor, to request the test.
3. DS reserves the right to deny testing requests in situations where there is insufficient time to provide proctoring services.
4. Students are not allowed to change the time of the test from that of the instructor's scheduled time, unless written permission from the instructor is provided.
5. It is the responsibility of the student to notify DS of testing time conflicts when requesting services. When extended testing times conflict with other classes, DS will work with the student and instructor to make alternative arrangements, such as taking the test at a different time. DS will not excuse students from classes missed due to testing conflicts.
6. Students who show up more than 15 minutes after their scheduled testing time will not be allowed to take the exam. Students who are more than 15 minutes late or miss a scheduled test must contact the instructor and DS for further instructions. The missed test will not be given without permission of the instructor.
7. Students should notify DS if a test is cancelled, if a test is rescheduled, if they intend to take the test in class after submitting a request, or if they drop a class.
8. Students are expected to abide by Morningside University's policies regarding academic integrity, which can be found in the Student Handbook. If any student is found to have violated this policy, testing will be stopped and the instructor will be contacted.
9. No items, other than those indicated by the instructor, will be allowed in the testing environment (book bags, jackets, hats, phones, iPods, smart watches, notebooks, etc.).
10. All regular testing rooms are equipped with video recording equipment to aid in proctoring test takers. Students are not allowed to tamper with or move this equipment. Proctors can communicate with test takers through a two-way audio component when needed (such as for time reminders).
11. Students should not leave the testing room until they are finished. Any need to do so prior to completion must be approved by the proctor.

By signing this document, I acknowledge that I have read and understood the guidelines outlined above. I understand that failure to follow them, especially in a timely manner, could result in the denial of requests.

Signature

Date