

**1. Are my tests automatically registered for me when I request my accommodations?**

Each test needs to be registered for individually. Student can register for exams 30 days in advance.

**2. If my professor gives me permission to take a test do I still have to register?**

Yes, students must register for all exams and quizzes FIVE business days in advance. Business days are Mon-Fri from 8-5pm. This includes re-takes or re-schedules. Please communicate with SDS regarding any exam decisions.

**3. I have a night course. Can I schedule my exam after business hours?**

SDS is open from 8am-5pm, if you have an exam or final for a night class, please ask your professor when you may take the test during opening hours.

We close at 5:00pm and all tests need to be completed by then and if you arrive late and it would push your time beyond 5:00pm you will need to reschedule your test.

**4. When registering for an exam with our office there are 3 selections (pick only one)**

Please don't select all 3, only one should apply.

- a. Remote Test – Prof Notification Only (good for online classes)
- b. Test in classroom – Professor provided location (taking the test in class but would like the professor to be notified of your test accommodations)
- c. Test in SDS (will be physically present and taking the test in the SDS Testing Center).

**5. I have extended time why didn't my professor give me extended time?**

Please be sure all accommodations are selected when registering for your in person exam so that you will receive them. For online exams/quizzes please be sure to remind your professor via email of your time extension of your time extension as your professor will have to manually update the time. It will not happen automatically.

**6. Why can't I have a calculator or scratch paper for my test.** Faculty members are in charge of the materials that will be allowed for exams/quizzes. Faculty will inform SDS of this decision via the testing checklist. If you believe you should get more than what is listed, please have the professor email our office before the day of the test giving permission. It is often difficult to reach a professor during a test and SDS will not be able to allow materials that are not listed on the testing checklist.