

Example of a Completed Testing Accommodations Agreement

The Testing Accommodations Agreement can be completed in the [Faculty Portal](#) or through the link provided in the student's accommodation letter. The Testing Accommodations Agreement ensures that the DSS office can administer the assessment(s) according to the faculty member's guidelines. Faculty members will only need to submit one testing agreement per class/section; the same guidelines will be automatically applied to any other student requesting testing accommodations for this class/section. A green circle and check mark will appear once successfully submitted. Faculty will also receive a confirmation email indicating that the Alternative Testing Agreement was completed. Please note that faculty can complete the Testing Agreement before the student's testing request; however, the student must submit a request for each quiz/exam at least two business days in advance in myDSS to take it at the DSS Office.

PROCTORING YOUR OWN EXAM

Dear Faculty Member,

If you would like the Office of Disability Support Services (DSS) to proctor your exams for this semester, please skip this yellow section and just fill in questions 1-10, listed below.

You or your graduate assistant can proctor this exam in the department's office or in the classroom. If you choose to proctor your own exam, please select- 'I Will Proctor My Own Exams' from the drop down menu and then click on 'Confirm'.

Also if you plan to proctor your own exams, please contact the student(s) as soon as possible and let them know about the arrangements (date of exam, location and time).

In case of any changes, if you would like the DSS office to proctor the exam(s). Please contact the DSS office as soon as possible to make the necessary arrangements.

Florham DSS office (dsstesting@fdu.edu)
Metropolitan DSS office (metrotesting@fdu.edu)

Type: Select One
 I Will Proctor My Own Exams
 My Class Has No Exam

* Please **skip this box** if the DSS Office will be proctoring any exams for your course.

1. **How will students be taking exam(s) in this course? ***

- In person
- Synchronous with live proctor
- Synchronous with no proctor
- Asynchronous- not proctored
- Asynchronously proctored using an artificial intelligence proctoring services (e.g. Respondus Monitor)
- Other (Specify Below)

Additional Note or Comment

2. **How will you send actual exam/test the office of Disability Support Services (DSS)? ***

- Send a copy of the exam via email attachment to the DSS office (at the Florham campus: dsstesting@fdu.edu; at the Metropolitan campus: metrodds@fdu.edu)
- Drop-off by the faculty or graduate assistant at the DSS office (Florham campus - Located in the Academic Support Center- Room 206 of Monninger Center; Metropolitan campus - Academic Resource Center, Robison Hall 502)
- Interoffice mail (Florham campus: M-M01-01 or Metropolitan campus: T-RH5-03)
- Student will deliver in an envelope, signed and sealed by the instructor/TA (Florham campus ONLY)
- Administer via exam soft (for School of Pharmacy & Health Sciences ONLY)
- Administer via a specific testing platform or software (e.g. MyMathLab, Hawkes, VisualStudio etc.) (Specify Below)
- Other (Specify Below)

Additional Note or Comment

3. **Please indicate what the student is allowed to use while taking this test/exam**

- Textbook/s
- Reference book/s
- Class notes/ student's own notes
- Computer/word processor (No internet access)
- Computer (with internet access)
- Calculator
- Tape recorder/digital recorder
- Formula sheet
- 4"x6" Notecard
- Dictionary
- i-Pad
- Restroom breaks
- Other/ Additional Comment (Specify Below)

Additional Note or Comment

4. **Is a calculator allowed during your course exam(s)?**

- No
- Yes, basic function.
- Yes, scientific calculator.
- Yes, cellphone calculator app.
- Yes, computer calculator app.
- Yes, graphing calculator.
- Other (Specify Below)

Additional Note or Comment

5. **What would you like the student to do if clarification is needed during the exam, so that equitable grading can be ensured? ***

- Have DSS call the professor/TA at this number (Specify Below)
- Have DSS email the professor at this e-mail address (Specify Below)
- No questions answered during exams (for School of Pharmacy & Health Sciences ONLY)
- Other (Specify Below)

Additional Note or Comment

973-443-8500

* If you select to be called or emailed, please make sure to specify your phone number or email address in the text box before proceeding.

6. **Upon completion, I would like to receive the test back by: ***

- Interoffice mail to campus mailbox specified below (Specify Below)
- Scan, email a copy to me, and send the test in interoffice mail to my campus mailbox
- Scan, email a copy to me, and shred the original upon confirmation receipt
- Picked up by faculty or graduate assistant from the DSS office (Florham campus: Academic Support Center, room 206 of Monninger Center Building; Metropolitan campus - the Academic Resource Center, Robison Hall 502)
- Picked up by faculty or graduate assistant from the Student Affairs office (for School of Pharmacy & Health Sciences ONLY)
- Submitted via exam soft (for School of Pharmacy & Health Sciences ONLY)
- Other (Specify Below)

Additional Note or Comment

email test to: dshah@fdu.edu and send it in interoffice mail at M-ZN2-02

* If you select interoffice mail or email, please make sure to specify your mail code or email address in the text box.

7. **In the event that the student cannot begin the exam at the same time as the class (e.g. due to extended testing time overlapping with the student's previous and/or next class, or due to another scheduling conflict) how would you like us to proceed with scheduling this exam? ***

- DSS can schedule the test for a convenient time that works with student's academic schedule (Test MUST be scheduled for the same day)
- DSS can schedule the test for a convenient time that works with student's academic schedule (Test can to be scheduled during an earlier or later day/time)
- Other (Specify Below)

Additional Note or Comment

Reach out to me if you have any questions or concerns

8. **Do you require students in your class to remove (and/or store away from the testing space) any electronic devices, such as cellphones, smartwatches, headphones, etc.? ***

No

Yes

Other (Specify Below) (e.g., I allow smartwatches for exam 1 and 2. However, smartwatches are not allowed for the final exam and quizzes.)

Additional Note or Comment

Students can have their smartwatch on them however, no cell phones or other electronic devices are allowed (unless there is a medical need)

9. **Please list all future exam dates AND amount of time allotted for the rest of the students according to the syllabus. This information is needed to help our office make appropriate arrangements for future exams. Please submit your response using this format: e.g. Exam 2-Oct.10 (90 min; open book). Exam 3-Nov.15 (90 min; no resources allowed). ***

Quiz 1- Feb. 15 (15 mins; no resources allowed)
Quiz 2- Feb 28 (15 mins; no resources allowed)
Midterm: March 19 (75 mins; 1 page cheat sheet- both sides with handwritten notes allowed)
Final: as per finals schedule (120 mins; 1 page cheat sheet- both sides with handwritten notes allowed)

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

- Exam 1 Minutes
- Exam 2 Minutes
- Exam 3 Minutes
- Exam 4 Minutes
- Final **120** Minutes
- Midterm **75** Minutes
- Midterm 2 Minutes
- Quiz **15** Minutes
- Quiz 2 **15** Minutes
- Quiz 3 Minutes
- Quiz 4 Minutes
- Quiz 5 Minutes
- Quiz 6 Minutes
- Quiz 7 Minutes
- Quiz 8 Minutes

*Please fill in the length of the exams/quizzes according to the syllabus for all scheduled assessments.

Additional Information

Instructor Phone Number *: **9734438079**

Note: Please provide us with a phone number to contact during exam.

Additional Note:

Depending on when these exams are scheduled, I may be proctoring my class so- feel free to email or text me with any specific questions. Thank you!

Submit Testing Accommodations Agreement