

UMKC Student Disability Services (SDS)

Testing Accommodation Policy

1. You may take your exams at SDS at the sole discretion of your **course instructor**.
2. It is your responsibility to complete an exam request **not less than one (1) week** prior to the exam or **three (3) weeks for final exams**. If you submit the request with less notice, SDS will attempt to schedule the exam but there can be no guarantee that the accommodation can be provided. If we are unable to accommodate, due to your late request, you will have to take the exam, without accommodation, with the rest of the class.
3. Exams accommodated by SDS will occur on the **same date and at the same time** as the classroom exam. There are two exceptions to this rule: 1) If an exam accommodation would cause you to miss a scheduled UMKC class then the exam can be moved to a later time on the same day. The official UMKC schedule will be consulted for verification. 2) Exams that start or end outside of SDS office hours will be moved to the closest time to accommodate those hours. Students taking only evening or weekend classes, who are unable to take the accommodated exam during the weekday, will be provided the exam during evening or weekend hours.
4. If an error on the part of the University or SDS makes it impossible to proctor the accommodated exam on the day of the classroom exam it can be moved to the next day at a time that is convenient to both you and SDS. In this case, SDS will **immediately** notify the instructor of the circumstances creating the need for the changes and the Director of SDS will be copied on the email.
5. **All exams will begin and end at the scheduled time.** It is your responsibility to know the time your exam starts. You are strongly encouraged to arrive at least ten (10) minutes before the start of an exam. If you are late for an exam you will lose the time unless SDS has specific written instructions from the instructor to the contrary.
6. All exams will be proctored consistent with the prior written instructions of the instructor which will include information related to aids during the exam, restroom breaks (unless it's a specified accommodation), extension of time for tardiness, etc.
7. **If you must leave the exam room for any reason you must first notify the exam coordinator.**
8. If you want to change the exam time or modify it in any way you must contact the course instructor directly, **without intervention from SDS**, and the instructor must approve of any changes in writing to SDS.

Academic Integrity

The University has adopted a policy related to academic dishonesty. It is your responsibility to be familiar with your obligations under this policy. Cheating of any kind will result in the exam being stopped; all materials confiscated and the incident reported immediately to the course instructor.

The term cheating includes but is not limited to:

- a. use of any unauthorized assistance in taking quizzes, tests, or examinations;
- b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- c. acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or
- d. knowingly providing or receiving any unauthorized assistance to another student on quizzes, tests, or examinations.
- e. Specifically, the possession or access to any materials in the exam room not specifically allowed for the exam will result in the exam being stopped and the incident reported to the instructor. Materials such as class notes, handouts, etc., are forbidden unless specifically allowed by the instructor. It is the student's responsibility to leave all such materials with the exam coordinator. We may inspect anything you take into the exam room.
- f. No cell phones, pagers, PDA's, computers or other communication devices are allowed in the exam room. It is the student's responsibility to leave such items with the exam coordinator.
- g. Students who are being accommodated with an exam that occurs later than the classroom exam may not speak to anyone about the exam after the classroom exam has begun.

Any questions about exam scheduling or the testing policy? Please contact Jane Holland at (816) 235-5672 or by email at hollanddj@umkc.edu.

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I have been given a copy of the Testing Accommodation Policy. I have thoroughly read and understand my responsibilities as outlined in this policy.

Signed

Date