OUR MISSION

The mission of the Office of Disability Services (ODS) Testing Center is to provide examinations to students registered with ODS in a professional, secure and accessible environment that supports academic success. ODS Testing subscribes to and maintains all standards set forth by the National College Testing Association’s (NCTA) Professional Standards and Guidelines.

TESTING CENTER FEATURES

- Accessible testing booths
- Reduced distraction environment
- Assistive technology such as:
  - Screen magnification software
  - Reading Software
  - Speech-to-text software
  - Large screen monitors
  - Scribes
  - Course specific testing software
  - Adjustable desks and chairs

HOURS OF OPERATION

Testing Center Hours

Testing Center hours are 8 am – 9 pm* Monday through Thursday and 8 am – 5 pm on Friday.

Hours are adjusted during the Summer and Mini Terms to 8 am – 7 pm* Monday through Thursday and 8 am – 5 pm on Fridays.

*The Testing Center will close at 5 pm if no exams are scheduled.

CONTACT

Student Disability Services
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EXAM DAY

- Arrive early to ensure you start on time. Your exam will begin promptly at the scheduled time. If you arrive late, your time will not be adjusted. If you arrive 15 minutes or later, approval must first be received from your professor in order to take the exam.
- If you are unable to take your exam, make sure to notify your or and the Testing Center.
- Check-in at the front desk and put all your belongings in a locker. All cellphones must be on silent or turned off.
- Keep your student ID with you.
- The following items are not allowed in the testing area:
  - Cellphones
  - Electronic devices (including smart watches, google glasses, etc.)
  - Food or drink (unless as part of your accommodations)
  - Purses, coats, hats, etc.
  - No test aids such as notes, books, calculators, etc. unless specified by your instructor
- Be prepared to count the number of pages provided to you prior to the start and at the completion of your exam
- Read and sign the Honor Statement
- If you have any issues or concerns during your exams, please inform the exam proctor immediately.

EXAM INTEGRITY

Exams are proctored in accordance with NCTA guidelines and per professor specifications. The testing environment maintains the highest level of exam security and monitoring to ensure all forms of academic dishonesty are prevented. All testing areas are visually monitored at all times by proctors, cameras, and a software monitoring system for computer-based exams. Proctors patrol the testing booths and stations frequently throughout the exam. Access to unauthorized materials, electronic devices, or other testers and students is prohibited while the examinee is checked in the testing center area.

SCHEDULING AN EXAM

- Request a faculty accommodation letter for the corresponding semester prior to attempting to schedule an exam with the Testing Center.
- Exams are scheduled via the Student Portal on the ODS website and is available up to seven (7) days before the date of the exam.
- If the exam is less than seven (7) days, please complete the Late Exam Request Form from the ODS website. Be prepared to take the exam in class unless notified by ODS.
- Students are able to schedule multiple exams for the same course at any point in the semester. It is advisable to request all exams in every course as soon as they are available.
- Exam must be scheduled at the same time as the class unless this time falls outside of the Testing Center hours of operations Monday-Thursday 8AM-8PM, Friday 8AM-5PM or by appointment.

Note: If you need an alternative testing time, you must discuss it with and receive approval from your professor before scheduling your exam.

FACULTY RESPONSIBILITIES

An email notification is sent to the faculty of record 6 days prior to the day of the exam. This email contains a link to provide information about and upload a copy of the exam.

Faculty members are asked to submit their exam materials through the portal at least one (1) day before the exam date.

Faculty are expected to:
- Acknowledge receipt of the exam request
- Provide information regarding the exam
- Review and ensure that the length of the exam, the date and start time are accurate
- Provide or ask the student to bring additional items needed for the exam such as scantron, periodic table, green or blue book, etc.
- Contact ODS with any questions or concerns.