



Exam Planning Worksheet

Fall 2009

This form should be used to assist you and your faculty in planning for exams to be taken at DDS. Use this information to schedule your exams online at <https://disabilityservices.unc.edu/dstesting>

All exams listed on the syllabus should be scheduled by September 16th - rescheduled exams 3 business days in advance. For guidelines and procedures, go to <http://disabilityservices.unc.edu/help/alternate-testing.html>

Student _____ PID _____

Course / Section _____ Class Meeting Time _____

Professor _____ Professor Email _____

Professor Signature _____

Exam Delivery to DDS:

Faculty may upload exams at: <https://disabilityservices.unc.edu/dstesting/dropbox> OR email exams to Ms. Cynthia Hopkins, Office Administrator (hopkinsc@email.unc.edu)

Exam Return to Professor or T.A.:

DDS will scan and email exams to faculty, or seal the exam and have the student deliver directly to faculty office / box.

Hours:

DDS is open to proctor exams during the Fall semester Monday-Friday from 8am-5pm, until 7:30 pm Mon - Thurs when approved by DDS 3 days in advance. Exams are to be taken on same date / time as class unless otherwise approved by faculty.

Scheduled Exam Date / Time (Changes must be approved by faculty in advance)

1. _____
2. _____
3. _____
4. _____

- Fill out the Exam Accommodation Request form online: <https://disabilityservices.unc.edu/dstesting/>
- Remind faculty several days prior to each exam that you will be taking the exam at DDS.
- If requested to do so by faculty, sign below and provide them with a copy of this worksheet.

I understand that taking an exam before others carries with it the additional responsibility, under the Honor Code, of ensuring confidentiality of the exam. My signature indicates that I agree that I will not in any way, make known to any other person, any portion of the content of this exam until all students in the class have taken the exam.

Student Signature _____ Date _____