How much notice does DSC require for test accommodation reservation?

DSC requires a completed Test Accommodations Request Form and 4 days advance notice for a regular quiz or exam. For final exams DSC requires a completed Final Exam Accommodations Request Form and 2 weeks advance notice.

If I use my test accommodation of additional time, I will miss half of my next class. What do I do?

A student does not have to miss class time in order to use their testing accommodations. If you have a scheduling conflict such as back to back to classes or a disability related appointment it is okay to take your exam at an alternative time. Talk with you professor about your situation to find a time that works for both of you. Please contact the DSC if you run into any difficulties doing this. To be clear, a disability related appointment is NOT a haircut, an early vacation departure, a work schedule conflict etc.

What can I expect when I take my test at the DSC?

You can expect to meet your testing proctor. You will be asked to put all personal belongings in a locker. Your proctor will show you to your test room, review the DSC rules and your allowed accommodations. If your testing accommodation is separate space, you can expect a private room with a door. If your testing accommodation is low distraction space, you may be in a room with one other student. After you have completed your exam, you will check out with the proctor.

My professor gives pop quizzes. What do I do?

Please refer all pop quiz requests to Accommodations Coordinator, Heather Dilios who will work directly with you and your faculty member. Heather.dilios@maine.edu or 207-780-4462.

I didn’t have to do all of this in high school to get my extra time. Why do I have to do it now?

College is different from high school. In high school, many things are done for you. In college, you are in charge and you are responsible for using your accommodations and in the case of testing, making arrangements to use your accommodations. DSC knows this can be a hard transition. If you’re having difficulty, please let your DSC counselor know.
I got caught cheating, now what?

DSC reports all academic integrity issues to the faculty for whom you are testing. Evidence is documented in writing and provided to the faculty and put on file at the DSC. DSC does not refer or report students to the Dean of Students. This action is taken by the faculty at their discretion. If asked, DSC will provide a copy of your Academic Integrity Report to the Dean of Students.

I need to reschedule my exam. What do I do?

DSC cannot reschedule an exam without the permission of your professor. Please do not call DSC and ask to reschedule your test. We will refer you back to your professor. Once you and your professor have agreed on a new time please notify DSC providing verification i.e. have the professor e-mail dscctests-usm@maine.edu or have the professor call DSC 780-4706. You may also forward an original e-mail approval from your professor that you received; dsctests-usm@maine.edu.

I have time and half and I still cannot finish my tests?

If your testing accommodations are not working, please tell your DSC counselor. There may be additional accommodations or strategies to explore. Call 780-4706 to set up and appointment.

Can I have snacks or my lunch in the test room?

Yes. Students are allowed to bring food into the test room. However, please be prepared for our proctors to inspect your food labels, bags, etc. for possible notes or cheat sheets. Also, please clean up after yourself.

Can I use the bathroom during my exam?

Yes. Unless your professor specifically indicates “no bathroom breaks” on your Test Accommodation Request Form, you will be allowed to use the bathroom during exams. Please check out with the proctor before leaving and again when you return. Bathroom breaks are noted and any break in excess of 5 minutes is reported to faculty.