

The DASS Insider

A newsletter for SMU Faculty

Information on disability services and access issues affecting your students and classes



April 2019

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Planning for Accommodations During Final Exams

DASS typically proctors over 200 exams during finals, most with different instructions. We are happy to continue providing test proctoring service to instructors who do not have the resources to test their students with accommodations within the department. However, it is important to consider a few things:

Students must schedule their final exam(s) with DASS using our Online Scheduler. The deadline to schedule with DASS is 4/25/19; however, the time blocks often fill before the 25th so students should contact us ASAP. This deadline allows DASS to start our work on checking accuracy of test times, creating proctor forms, arranging proctor coverage for the heavy schedule, and planning for unique accommodation needs like readers and scribes. Please note *a cell phone is required* from faculty in order to process final exam proctoring requests.

If you have not already communicated with your DASS students about finals, please take them aside and discuss the plan. If testing at DASS is the only option, direct them to follow the procedures ASAP. If students fail to follow our procedures for testing, we will direct them back to their instructors to work out the necessary accommodations in the department.

Just because DASS has denied a student to test at DASS because they missed our deadline or the time block is full does NOT mean the faculty member should necessarily deny the accommodation for the upcoming test. If it is reasonable for you to put the accommodation in place, then you should do so. Similar to procedures for DASS testing during the regular part of the semester, we have limitations for our back-

Faculty Spotlight: 2019 Extra Mile Awards

Inside this issue:

Planning for Final Exams	1
2019 Extra Mile Awards	1
Myth Busters: A Day in the Life of DASS	2
Testing Protocols	2
Coming Soon! DASS Link	3
Faculty Resources	4

2019 Extra Mile Awardees



Visit us online at
www.smu.edu/altlec/dass.asp

Visit us at DASS

Please include this statement in your syllabus:
Disability Accommodations: Students needing academic accommodations for a disability must first register with Disability Accommodations & Success Strategies (DASS). Students can call 214-768-1470 or visit

5800 Ownby Drive— Suite 202 Loyd Center
2nd Floor - Altshuler Learning Enhancement Center
Entrance near Gate 3 of Ford Stadium