Exam Accommodations

Students who experience limitations or barriers related to exams or the testing environment may be eligible for exam accommodations. Common examples include extended time on exams, taking exams in a reduced distraction environment, and use of technology for assistance with reading or writing during exams. Students who need to request exam accommodations should communicate with their Accommodations Specialist.

The ODS Testing Center serves as a convenience location to assist instructors with providing exam accommodations to students and offers the following:

- 50 private testing rooms
- Online exam scheduling through Clockwork
- Lockers for storage of belongings while testing
- Testing stations with computers
- Screen reading software
- Text-to-speech software

A Note to Students:

Please keep in mind that the ODS Testing Center is available as a convenience location for accommodated testing. It is not required that students take their exams at ODS. In fact, some departments may require students to test within the department and will have a plan for providing accommodations. ODS is unable to proctor every student who receives exam accommodations and scheduling occurs on a first-come, first-served basis. Students should promptly communicate with instructors to determine how exam accommodations will be provided, and should proactively schedule exams with ODS if necessary.
ODS Testing Center Policies

1. Tests must be scheduled at least 7 days prior to the test date. It is recommended that students schedule all tests, including finals, at the beginning of each semester. Students must schedule tests online through the Clockwork system: www.ods.ua.edu/test.

2. Testing space at the ODS Testing Center is limited, and is available on a first-come, first-served basis. The responsibility of providing testing accommodations lies with the instructor, who may choose to offer accommodations within the department. Check with your instructor first.

3. If ODS testing space is full, notify your instructor immediately. Failure to request alternate arrangements may mean you will not receive accommodations on the test. Instructors may refuse testing accommodations if students fail to provide timely notice.

4. Tests must be taken at the same time as the class unless (a) back-to-back classes would prevent the student from receiving all extended time; or (b) the instructor informs ODS that rescheduling is permitted. Students should never miss one class to take a test in another.

5. Block scheduling is utilized for final exams, at times determined by the ODS Testing Center. Students should use Clockwork to request testing space for finals, and will be informed at a later date whether space is available. ODS fills requests in the order in which they are received.

6. Late arrival for tests will result in an automatic time reduction corresponding to the number of minutes the student is late. Students who are late for a test may not be allowed to start the exam at ODS or may need instructor permission to begin the exam.

7. If you need to cancel a test at ODS, you may cancel in Clockwork or by contacting the ODS Testing Center at 205-348-2716. Any requests to reschedule an exam must be approved by the instructor and will be rescheduled according to the instructor's directions.

8. Snacks and beverages will be allowed in the testing rooms at the discretion of testing staff.

9. No tobacco products of any kind are allowed in the testing rooms.

10. Permission to leave the testing room during a test may be granted at the discretion of testing staff.

11. Lockers are provided for storage of all items not required for a test. All personal items, including hats, sunglasses, and jackets must be removed and placed in a locker when testing at ODS.

12. ABSOLUTELY NO PHONES OR WATCHES are allowed in the test rooms. All other devices not specifically approved by instructors are also prohibited.

13. Testing areas are monitored by security cameras. Instructors may view testing videos at any time. All suspicious activity will be reported to instructors.

14. If you are unable to schedule an exam in Clockwork, please email odstesting@ua.edu with any available information.