The DASS Insider

A newsletter for SMU Faculty

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

DASS prepares early for final exams—and here's why!

Students with testing accommodations should make final exam arrangements with their professors as early as possible. We recommend that students test within their

the resources to test a student, then we can usually

exam here at DASS. While we strive to accommodate all of our students who need testing, DASS has limited seating during the three final exam timeslots that we offer:

9:00am, 11:30am, and
2:30pm. For this reason, it is
important for your students to
plan early and know when
and where they will take their
final exam. Review our document online about the limitations of testing at DASS.

changes must be authorized by the instructor and sent to us at DASS. To make a change from the official exam time

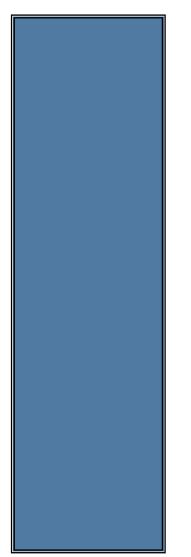
Near the end of the semester DASS gives students 3 full weeks to visit the DASS Online Scheduler and schedule their final exams at the ALEC. After this 3-week window doses, we compare the date and time of every final exam scheduled in our center (approximately 225-250 of

Near the end of the semester, A few days before the sched-DASS gives students 3 full uled final, we create and send weeks to visit the DASS Final Exam Proctor Forms and Online Scheduler and schedule their final exams at the copies of your exams.

before

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Once the exam schedule is set, DASS hires graduate student proctors. Getting the proctors and the finals schedule to fit together can be compared to assembling a big puzzle. For starters, DASS students requesting readers and scribes must be



Faculty Training and Education: Resources on Dyslexia

Friends of Quinn" website

Visit us onl ine at www.smu.edu/al ec/dass.asp

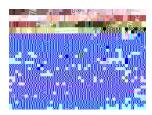
Please include this statement in your syllabus:

Disability Accommodations

Visit us at DASS

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

Phone: 214-768-1470 Email: dass@smu.edu



DASS IS MORE THAN ACCOMMODATIONS.

For resources that may be helpful to faculty and staff, please visit: http://www.smu.edu/Provost/ALEC/DASS/Resources/ForFaculty