

SDS Testing Policy and Procedures

Shaffer 101

Student Disability Services (SDS) is open Monday-Friday 8:30am-5pm. **All exams will be administered during business hours.** Note: SDS has extended hours during finals week.

Exams must be scheduled in AIM with at least 2 business days of notice (for Monday exams, please make sure you schedule by Thursday at 9 am). Please note that neither the SDS testing email nor AIM are monitored over the weekend or university holidays. During finals period, please allow 5 days of advanced notice for exam scheduling requests.

Students must schedule exams through AIM if SDS is administering them, regardless of professor permission via email or verbal agreement. **SDS administers a large volume of exams. To ensure space for students with accommodations, exams must be accounted for in the AIM system.** If a request is made with less than two business days of notice, SDS will process them in the order received and assign space as available. If space is not available, SDS will contact you to discuss options.

Food is not allowed in the testing rooms unless approved as an accommodation. If you have an accommodation to have food during an exam, please be mindful to bring snacks that you can eat quietly and that do not have strong odors.

In an effort to be mindful of the needs of our student community who may be at higher risk of illness, **masks are strongly recommended** in the testing center. SDS will have masks available upon request.

Please **arrive 10-15 minutes early to check in for your exam** and to ensure you can start on time.

Online Exams:

For synchronous online exams (proctored on Zoom or in the classroom) students can schedule exams with SDS if professor has agreed to have SDS proctor exams.

Asynchronous online exams that are not proctored (take-home exams submitted online) **will not be administered with SDS.** If you have an accommodation that requires site specific coordination (e.g. scribe, adjustable height desk), contact SDS at testing@jhu.edu.

Late Arrivals:

Students who arrive late for an exam may forfeit that portion of their scheduled time based on space availability. Students are expected to complete the exam within the scheduled timeframe.

Rescheduled Exams:

If you need to reschedule an exam, contact your professor (copying testing@jhu.edu) to arrange a new date and time. Make sure your professor is copied on all communication.

No Shows:

Professors will be notified when a student does not arrive for their scheduled exam. Students are responsible to reschedule the missed exam.