



## SDS Testing Center Faculty Policies and Procedures

The SDS Testing Center is located on the **top floor of Kinard Hall in room 366, Wing F**. The Center is open Monday through Friday from 8:00am – 5:00pm. Extended hours will be provided during peak testing periods. Every effort will be made to schedule tests on the day and time preferred by faculty; however, resources are provided as time, space, and personnel permit. Because of this, faculty may have to allow some flexibility in scheduling.

**To schedule a test with the SDS Testing Center, faculty should complete the following steps:**

1. Faculty will meet with students who provides to the faculty an Instructor Notification form. During this meeting, faculty and students should review all approved accommodations and collaborate on the best way to provide the approved accommodations, including any approved testing accommodations. Faculty and students will then decide where the student will take the test (at a location provided by the faculty or at the SDS Testing Center). Faculty and students will also determine if scheduling conflicts exist (for example, a scheduled class that may overlap with the approved extended time on a test) and will collaborate to determine solutions.
2. When the day and time of the test has been agreed upon, faculty will complete and submit to the SDS Testing Center a SDS Test Registration form for each individual test. The Registration form must be submitted to the SDS Testing Center **no less than five (5) business days** before the test date to allow time to process the request and ensure space. The SDS Test Registration form can be found on the SDS Testing Center website at <https://sds.olemiss.edu/sds-testing-center>. Completed forms should be emailed to the SDS Testing Center at [sdstesting@olemiss.edu](mailto:sdstesting@olemiss.edu).
3. A copy of the test can be submitted to the SDS Testing to the SDS Testing Center in the following ways:

Option 1 – A hard copy of the test can be delivered to the SDS Testing Center. Tests delivered to the Testing Center must be in a 9 x 12 envelope that clearly states the student's name, ID number, and the course number. A copy of the SDS Test Registration form must be firmly attached to the envelope. Hard copy tests should be delivered to the SDS Testing center **at least 24 hours** prior to test administration.

Option 2 – The test can be uploaded to the SDS Testing Center electronic Box folder. Faculty will be added to the Box folder when the SDS Test Registration form is received. Tests should be uploaded to Box **at least 24 hours** prior to test administration. Tests uploaded to the Box folder should be clearly labeled with the student's name, instructor's name, and the course and section. For security, tests in the Box folder will be deleted after the test has been administered.

Option 3 – For Blackboard tests, the Blackboard password must be provided to the SDS Testing Center staff **at least 24 hours** prior to test administration.

4. If faculty changes are made to the test date or time of administration, or to the materials allowed for the test, faculty should contact the SDS Testing Center prior to the administration of the test.
5. SDS Testing Center staff will only change the day or time of a test with prior faculty approval and will contact faculty in the event of a scheduling conflict.

**To pick up completed tests, faculty should complete the following steps:**

1. Completed tests **must** be picked up from the SDS Testing Center in Kinard Hall.
2. Completed tests can be picked up at the SDS Testing Center **one business day** after the completion of the test.
3. Faculty may designate someone to pick up completed tests. The designee's name should be listed on the SDS Test Registration form. To ensure the security of tests, only the faculty member or listed designee may pick up a completed test and anyone picking up a test must present a UM picture ID to SDS Testing Center staff.
4. Completed tests must be picked up within **three business days** of test completion.

**Other Information**

1. When a reader or scribe accommodation is provided, and is requested by the student, the SDS Testing Center cannot provide the accommodations for classes in which highly specialized language is used (for example, foreign language, upper level science/math). The faculty member or academic department will provide the reader or scribe.
2. Students who have been approved for assistance completing Scantrons will answer test questions on the hard copy of the test. It is then the faculty member's responsibility to complete the Scantrons or grade the test using the hard copy.
3. Faculty must give students using approved accommodations the same test given to other students in the class. The University cannot legally provide a different test solely because the student chooses to use approved accommodations. This is considered to be differential treatment based on a disability.

**Academic Integrity and Test Security**

1. All tests are stored in a locked cabinet that is in view of staff members at all times. When the SDS Testing Center is closed, all exterior and interior doors are also locked.
2. Students using the SDS Testing Center are required to present a picture ID upon arrival.
3. Personal items are stored in a secure locker for the duration of the test and cannot be accessed for any reason during test administration.

4. Any student who leaves the testing area without prior approval will be prohibited from re-entry.
5. Only materials approved by the instructor are allowed in the testing room, except if approved as an accommodation. SDS will provide testing materials (including Scantrons, Blue Books, and scratch paper), which will be collected by SDS staff at the completion of the test.
6. Any student suspected of academic dishonesty while testing will be required to turn in the test and will be dismissed from the SDS Testing Center. Instructors will be contacted immediately and provided with a detailed statement regarding the alleged violation.

**SDS Testing Center Information:**

Coordinator: Mary Ann Walsh  
Location: Kinard Hall, top floor, room 366, Wing F  
Telephone Number: 662-915-2524  
Alternate Telephone Number: 662-915-7128  
Email Address: [sdstesting@olemiss.edu](mailto:sdstesting@olemiss.edu)  
Website Address: <https://sds.olemiss.edu/sds-testing-center/>