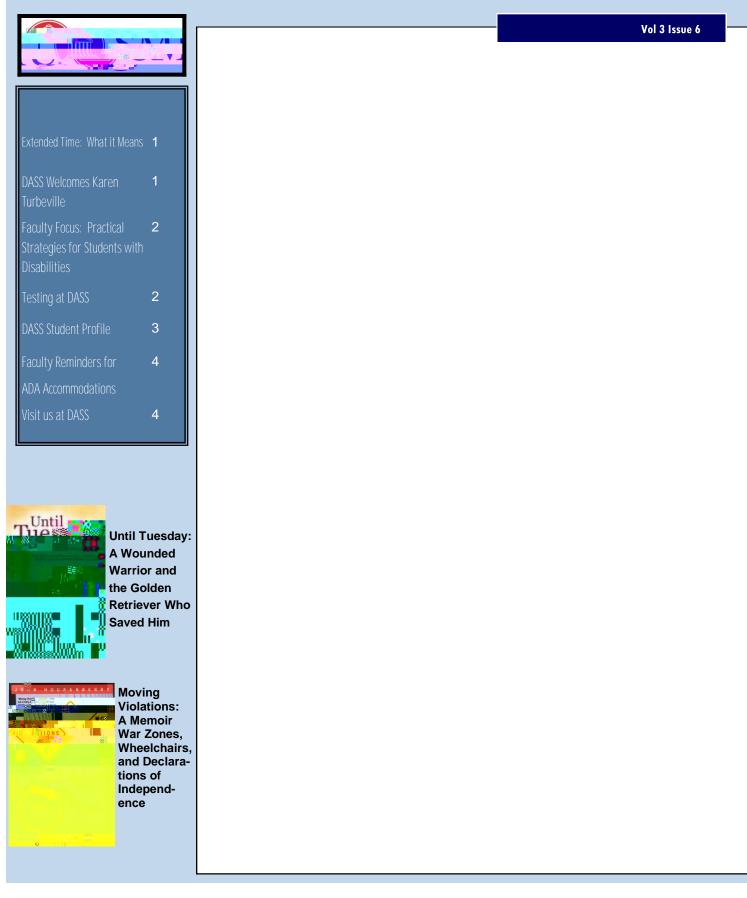
The DASS Insider

A newsl etter for SMU Facul ty

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



Test Proctoring at DASS: A Partnership with Faculty

If you have students who take your tests in the DASS office, please read the following information:

* DASS serves as a backup to faculty, but should not be the first stop when considering how you will accommodate your students

* Faculty members working within their departments to test students with accommodations helps DASS to provide small-group, distraction -reduced testing here, for those who truly need it. * DASS bases extended time on how much time others in the dass are given so please share the standard testing time with your dass

*If students fail to follow our procedures for testing, we will direct them back to their instructors to work out the necessary accommodations. Just because DASS has denied a student to test at DASS because they missed the deadline does NOT mean the faculty member should necessarily deny the accommodation for the upcoming test. If it is reasonable for you to put the accommodations in place, then you should do so.

* DASS takes seriously the need to replicate the testing environment in your dassroom Providing a complete Proctor Form with your tests helps us to do so.

*Remember, every time a student tests at DASS, it is an added cost to the University so please consider options within your own department whenever possible.

Please remember DASS is not able to proctor exams that are administered on a computer, unless the student has the accommodation that requires a

Faculty Focus: Practical Strategies for helping students with disabilities

All professors will teach students with learning disabilities. You may hear them describe their challenges with reading or writing when you review the accommodation letters with each of them. Here are some ways to help them, before and after the first day of dass.

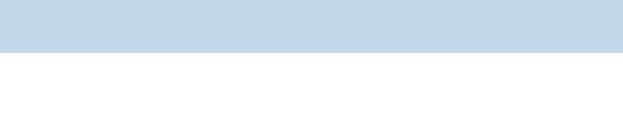
Some students greatly benefit from audio books, so submit your textbook list as early as possible to the bookstore. If there is an option to order your selected texts

documents.

are, the better. Uploading basic outlines, or even your entire power point slides onto Blackboard can help students. Otherwise, plan to assist those with note taking accommodations by identifying a volunteer note taker in the room. Also, allow students to audio record lecture to ensure they leave with the same information as everyone else. If you are resistant to this idea, talk this through with a DASS staff member.

List multiple sources in your syllabus for students to access content. For example, if there is a workbook, website, or CD for students to utilize for practice tests, make these easy to find.

When your student delivers his/ her letter of accommodation during your office



Visit us onl ine at

www.smu.edu/alec/dass.asp

Please include this statement in your syllabus

Visit us at DASS

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