To: DEOs, Directors of Undergraduate Studies, All Instructors

From: Helena Dettmer, Associate Dean for Undergraduate Programs and Curriculum and the Humanities

RE: SDS Testing Services Available through the Division of Continuing Education or SDS

The Division of Continuing Education (DCE) now provides exam proctoring for students with SDS accommodations requiring 50% more time and/or reduced distractions.

* Starting September 23, DCE will have room available for CLAS students at the Distance Education Testing Center to take exams related SDS accommodations. (The Center is located at 30 S. Dubuque St., Iowa City, the second floor of the US Bank Building. The entrance is on the west side of the building.)
* Proctoring for midterms and for finals will be offered by DCE at the Communications Center, located at 116 South Madison Street, with the entrance on Madison across from the Main Library (and not to be confused with the Becker Communication Studies Building at 25 South Madison Street).
* **This form should be used to reserve an exam date and time after meeting with the student to discuss these matters:** <https://www.continuetolearn.uiowa.edu/athena/instructor/proctoredExamRequest.aspx>
* After the exam duration is entered on the form, a calendar will open for your requested date and time. Standard days and times for exams are Monday through Thursday from 9:30 a.m. to 8:00 p.m. and Friday 9:30 a.m. from 4:00 p.m.  If possible, choose from these times. (These times may be extended by DCE, depending upon need; please contact DCE for more information.)
* Be sure to send any needed exam materials well before the date of the exam; these may be sent by email. (The form gives the email address for sending the exam.)
* Be sure to specify whether or not a book or notes (or other study tools) may be used during the exam. The exam will be carefully proctored and your guidelines followed.
* Both testing centers are proctored and offer excellent exam security.
* Questions? Contact DCE Exam Services, CEF 250, (319) 384-4800, DCE-Exams@uiowa.edu
* Testing Center rules for students are at this [link](https://distance.uiowa.edu/article/distance-education-testing-center-rules); please remind students of them.

Students needing **100% time for exams** and/or very specialized SDS services (such as assisted technology, a scribe, or a reader) should take exams at the SDS office. These exams must be scheduled at least 7 days in advance of the exam date.The instructor and student should decide on the date and time of the exam as soon as possible, with the instructor submitting this form: [Request Form for SDS to Proctor Exams](https://uiowa.qualtrics.com/SE/?SID=SV_8jmklBxb01ipka1). SDS exam rooms fill quickly.

Thank you for helping our students with SDS accommodations. Please let me know if you have questions or suggestions.