

THIS ISSUE:

- *MORE ABOUT FINALS*
- *ART HISTORY FINALS*
- *PACNPD*
- *11/15 SNL MEETING CANCELLED*

MORE IMPORTANT REMINDERS ABOUT FINALS:

We hope you are able to arrange to take your accommodated final exams with your professors. If that is not possible for a specific class, please read the following details about testing with DASS during finals week.

1. The deadline to reserve space at DASS for your final exams is **4:00 p.m. on Tuesday, November 20th**. Space is filled on a first come/first served basis, is capped at 15 students per testing time, and fills quickly, so **reserve space early to ensure your spot**.

2. After your professor approves you to take your final exam at DASS, please contact Candy Brown at dass@smu.edu or 214-768-1470 to begin the process. Your professor must complete and return a Proctor Form in order for you to test at DASS.

3. Final exam start times at DASS are: 9 a.m., 11:30 a.m., 2:30 p.m. on Monday-Friday. All Saturday finals begin at 9:00 a.m. You will receive an email from DASS with your room number for testing, which is a confirmation of your time.
4. Foreign language final exams must be taken at 9 a.m. on Day 1 (December 6, 2012).
5. No breaks are provided for the first 2.5 hours of testing. Plan to use a restroom before starting an exam.
6. If your exam requires the use of Blackboard or any internet/software programs, DASS is unable to proctor your test. Please work out these arrangements with your professor.
7. Showing up late for exams at DASS is not allowed during finals exams. If you arrive late, you will be sent back to the classroom to take your exam.
8. If you book a space at DASS for testing and your plans change, you are responsible for calling DASS 24 hours in advance to cancel your appointment. No-shows jeopardize future standing to take tests at DASS.
9. When you check-in, the proctor will confirm the arrangements for the exam. Clarify any discrepancies before you begin the exam.
10. Respect the proctors' instructions. Disregarding instructions will jeopardize your ability to test at DASS.
11. Bring any supplies you need (pencil, calculator/notes/books if approved). DASS will provide bluebooks and scantrons, if needed.

November 15th SNL meeting has been CANCELLED. Watch for spring meeting announcements in future newsletters!

ART HISTORY FINALS:

Due to the technology and A/V needs of administering tests in Art History, that department will manage all accommodated tests within their departments. Please speak directly to your Art History instructor about future tests and make arrangements with him or her. We will cancel any reservations with DASS to proctor Art History exams, and assume you will make the arrangements with your individual instructors. If you have any issues with this, don't hesitate to call us to speak about your specific case.

PARTICIPATE IN PACNPD: The President's Advisory Committee on the Needs of Persons with Disabilities seeks student members. This group of faculty, staff and students meets a couple of times each semester to discuss such concerns as campus accessibility, community awareness and education, and issues an annual report to the President for his consideration. If you're interested in serving on this committee, please contact Alexa Taylor at alexat@smu.edu.

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