Procedures for taking exams at the DSS Office **DSS Pink Sheets-Online:**

---

**DSS Testing (Exam) Office**

*0118 Shoemaker (Regular Office Hours - 9 am to 4 pm)*

* During Finals Week ONLY, hours are extended from 8 am to 7 pm *

301.314.7217 / Fax 301.314.9478 / Email: **DSSTest@umd.edu**

---

- Exam requests (Test Request form a.k.a. the Pink sheet) should be submitted to DSS Testing Office FIVE (5) business days in advance!!!
- If you missed the 5 day notification to DSS Testing office, call the office immediately!

Go to [http://counseling.umd.edu/DSS](http://counseling.umd.edu/DSS)

Go to the ‘Disability Support’ tab, and click ‘Forms’

**Step #1:** Download and complete the DSS Test Request Form, also known as the “Pink Sheet”

EMAIL the completed form to **dss-pinksheet@umd.edu**

**Step #2:** Print out Test Authorization Form and present it to your instructor.

- Students: Complete the student’s section and present it to your instructor or TA.
- Instructors: The Test Authorization Form (TAF) must come attached with the exam to the Disability Support Service Office.

Please direct any questions about testing procedures to the Disability Support Service Testing Office

0118 Shoemaker Bldg. at 301.314.7217 (fax 301.314.9478) or **DSSTest@umd.edu**

Note: DSS Testing Office Hours: Monday-Friday, 9:00 am to 4:00 pm

FINAL EXAM WEEK ONLY: Monday-Friday 8:00 am to 7:00 pm and Saturday, 8:00 am to 4:00 pm

- If you have any problems accessing the online forms, contact DSS Testing Office 301.314.7217
Online Test Request Form
“The PINK Sheet”

Student completes (and submits) form online. If online problems – contact DSS Testing Office 301.314.7217

Test Authorization Form (TAF)

Student gives form to instructor (or TA). Instructor completes sheet and sends it over WITH exam. Instructor completes exam instructions on this sheet.

NOTE: Exam will NOT be administered without the TAF attached.