INSTRUCTOR OVERVIEW OF CHANGES

Beginning Fall 2016, Accessibility and Disability Service (ADS) test scheduling is going paperless and moving online! Below is an overview of important changes.

WHAT’S NEW:

- **Students will now be required to submit test requests at least three business days before their scheduled test.**
  - Please be aware that if students miss this deadline, they will be unable to book a test.
  - Students have been instructed to obtain your permission if they need to start the test at a time that is different from the class’s scheduled start time.

- **You will receive the following automatically generated email notifications:**
  - Immediately after the student submits a test request through our secure portal
  - Three days prior to students’ selected test date
  - One day prior to the test date if you have not yet uploaded or dropped off the test
  - Please be aware that in some cases, only professors or only TAs may receive the automatically generated email notifications. This may happen if students schedule a test for their lecture section instead of their discussion section or vice versa. Instructor information is pulled directly from the registrar’s feed and is not generated by the Testing Office. Professors and TAs may need to communicate to facilitate testing for ADS students. Instructors can contact the Testing Office with additional concerns.

- **You may proactively upload test materials at any time using our secure portal.**
  - The ADS secure online portal is located at dssonline.umd.edu.

- **Test Authorization Forms (TAFs) will now be completed via the secure portal.**
  - The TAF provides ADS with specific details regarding administering your exam at ADS.
  - You will log into the portal using your UMD Directory ID and password to submit the TAF and confirm students’ start time.

- **Tests should be uploaded to the secure portal.**
  - ADS testing staff will print all uploaded materials.
  - Alternatively, hard copies of tests may still be dropped off in person.

REMINDER: Students registered with ADS must still provide their accommodation letter to their instructors prior to using their approved accommodations, including testing accommodations.

If you have any questions or concerns, please contact the ADS Testing Office.

adstest@umd.edu ♦ 301-314-7217