STUDENT OVERVIEW OF CHANGES

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

WHAT’S NEW:

- **There will be no more hard copies of Pink Sheets or Test Authorization Forms (TAFs)!**
  - Instead of filling out the forms, you will now log into the secure portal (where you have been going to download copies of your accommodation letters): dssonline.umd.edu.
  - Refer to the attached handout for detailed instructions on how to book a test once you have reached the portal.

- **There will be a new deadline to submit test requests—THREE BUSINESS DAYS BEFORE TESTS.**
  - ADS can now accept your requests with three business days’ advance notice. This does not include Saturdays and Sundays. Please be aware, however, that if you miss this deadline, you will be unable to book a test. Be sure to be proactive so that you do not miss any test request deadlines.

- **You will no longer need to give professors a TAF!**
  - You will only need to submit information previously requested on the Pink Sheet.
  - Your professors will now automatically be notified to complete the TAF information and submit a copy of the test to ADS after you submit your request.
  - When submitting your request, please be sure you are selecting the appropriate section of your course (for example, the lecture section versus discussion section). Generally, professors will be notified for lecture sections, and TAs will be notified for discussion sections.
  - Professors will not be notified if you do not submit a request, so don’t delay!

- **Our system will generate suggested scheduling times.**
  - Students are expected to schedule their test at the same time their class is scheduled to take it.
  - If you need a different start time other than the regular class start time, please contact your instructor for approval.
  - If the available times in our system present a conflict, contact your instructor.
  - If your instructor approves an alternate time, they should send authorization directly to the Testing Office. You are responsible for contacting the Testing Office to finalize your alternate test time request.

- **There will be no need to calculate your extended testing times!**
  - You will only need to enter your requested start time, and the system will generate your full extended test time based on the testing accommodation you have.
  - Break accommodations will be manually calculated by the Testing Office.

- **You will now be able to check your test date and time online.**

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