

OFFICE HOURS

CHECKLIST

Remember: Office hours are for everyone, you may not get the whole time.

- Come prepared to office hours.
This looks like: having read the material, attempted the assignment you want help with, having a short list (no more than 5) of specific questions, perhaps bringing your test
- Introduce yourself with your name, class, and section or meeting time (example: I'm Emily Raclaw, I'm in your M/W/F noon Psych class)
- Thank the professor for their time
- Be mindful of others who may be waiting to meet with the professor as well – you may need to ask a few less questions or cut your conversation short.

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ARRANGING TESTING ACCOMMODATIONS

Before the Meeting

Use the AccessODS website to send your Accommodation Letters to your Instructors (Information about this process can be found on the AccessODS Accommodation Letter Guide, which was provided to you after your Accommodation Meeting with ODS.) Go to or schedule an office hour meeting within the first two weeks of class

At the Meeting

- Introduce yourself with your name, class, and section or meeting time (example: I'm Emily Raclaw, I'm in your M/W/F noon Psych 1001 class)
- Say: You should have received my letter accommodation. I wanted to meet with you to discuss how I will be receiving my testing accommodations. (Disclose as comfortable here) I'm autistic and being able to predict my schedule helps me to perform at my best. Therefore, I'm hoping we can formalize my testing accommodations for your class.

Questions to ask

- Where will I be taking my exams? (with ODS or in class)
- When will I be taking my exams? (Make sure you know your schedule so that you don't schedule an exam during other time commitments. Share if you have any classes immediately before or after, as this will help the instructor determine when you would be available to take your tests/exams)

If your instructor tells you that you will be taking your test with ODS:

You and your instructor will need to use the AccessODS system to officially schedule the test. Your instructor will first reserve a room in ODS by creating a 'test definition' in their version of the AccessODS system. Once they do that, you will need to then 'Accept the test definition' through your version of the AccessODS system. Review the AccessODS Student Test Proctoring Guide and Test Proctoring Calendars for step-by-step instructions of this process as well as deadlines for scheduling. Any ODS staff can review this process with you.

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What should I do if I have a question about the exam during the exam?

If you are taking the test with ODS, you can approach Sheri or another staff member in the Test Proctoring Center if you have a question. Your instructor will have left contact information for how they are available for questions, and ODS staff will assist you in connecting. Some instructors leave an email address, others a phone number, and even others just ask students to write questions down somewhere to be reviewed after the test.

If your instructor is not having you come to ODS for the test:

you will have to discuss with them where you will be going. Some instructors may have you take the test in an office or a conference room, or sometimes a smaller group of students with testing accommodations will all go to another classroom.

- When you are initially discussing accommodations with your instructor, you should ask them about how they can be reached if you do have questions during a test/exam. There may be a TA or another staff member proctoring the exam who you could ask questions to. Or they may have another way that they prefer you ask questions.
- If you find that taking exams outside of ODS is very difficult, please let Emily or an ODS staff member know as soon as possible and we can see what can be done. Instructors are not required to use ODS for testing may be open to allowing you to take a test/exam with us anyway.

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What if I run into an issue with receiving my accommodation for an exam? Please contact ODS (or Emily) immediately so that we can figure out what is going on and help you as best we can. *Do not wait until days/weeks/months after not receiving accommodations to tell ODS staff.*

ODS Testing Contact information:

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414-288-3444