



## Scheduling Exams with the DAS Test Proctoring Center

2170 Renick University Center  
(313) 593-5310

[das-testproctoring@umich.edu](mailto:das-testproctoring@umich.edu)

**Proctoring hours: Monday through Friday 8:30AM — 4:30 PM**

To schedule testing with the Disability and Accessibility Services (DAS) Testing Center you must discuss the appropriate date and time with your professor. All test requests are required to be submitted via our [DAS Test Proctoring Request Form](#). Please submit the form at least one week in advance. For example: If you have an exam next Friday, you should request proctoring the Friday before. If you fail to give our office the requested **one week** notice, we can not guarantee that we will be able to proctor the exam. Please schedule all exams in advance with our office.

To schedule an exam with the DAS Test Proctoring Center:

1. Open the [DAS Test Proctoring Request Form](https://umdearborn.tfaforms.net/218113) (<https://umdearborn.tfaforms.net/218113>)
  - a. Sign in if asked.
2. Select the **Course Name** from the drop down menu.
3. Your instructor's name and email will automatically pop up.
4. Give a **Test Name/Description** (Example: Quiz 1, Exam 2).
5. Enter the **Date of exam** with our office.
6. Enter the **Time class receives** for the exam.
7. Answer **is the exam online** question.
8. Select your **Accommodations needed** for this exam.
  - a. You must select at least one (ex. additional time on test (1.5x), quiz).
  - b. Click **Add another accommodation** to add more of your approved test accommodations for this exam.
9. It is optional to enter any comments you may have for our staff or your professor in the **Comments** box.
10. Click the **Submit** button.

Your professor's approval is needed as soon as possible. If not received 48 hours before the exam we cannot guarantee we will be able to proctor your exam. You will need to remind your professors to check their emails and approve your test requests with our office.

**NO SHOW: If you are 15 or more minutes late, the exam will have to be rescheduled. Exam end time stays the same if you come within the grace period window.**



# DISABILITY & ACCESSIBILITY SERVICES

UNIVERSITY OF MICHIGAN-DEARBORN

If you are unable to provide the 7 day notice, please contact DAS directly at [das-testproctoring@umich.edu](mailto:das-testproctoring@umich.edu) for assistance. In addition, if you have testing needs outside of our standard hours please contact us as well.