

How to submit exams when a student in your course is using the Test Accommodation Center

1. You will receive an email from dssproctor@udel.edu notifying you that the student(s) have been approved to take the exam in the TAC.
2. Upload the exam AND exam instructions **at least 48 business hours ahead of time** by using the links contained in the email. Please use BOTH links for EACH exam.

The screenshot shows the website interface for the University of Delaware Office of Disability Support Services. At the top, there is a navigation bar with links for 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. Below this is a dark blue header with the university logo and the text 'UNIVERSITY of DELAWARE Office of Disability Support Services'. A secondary navigation bar contains links for 'My Dashboard', 'Unified Blogs', 'Staff Access', 'Website Control', and 'Proctor'. The main content area is titled 'SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION' and features two large buttons: 'UPLOAD EXAM' with a green cloud icon and 'EXAM INSTRUCTION' with an orange document icon. To the right of these buttons is a yellow box with contact information for the Office of Disability Support Services. A sidebar on the left shows a breadcrumb trail: 'Home >> Submit Exam Electronically and Exam Instruction' and a dropdown menu with 'Home' and 'Online Services Home'. The footer contains a 'NEED HELP?' section with links to 'Access Tutorials', 'Contact Our Office', and 'Read Disclaimer'. It also includes contact details for the Office of Disability Support Services, such as the address, website, email, phone, and fax numbers. A copyright notice at the bottom states: 'Licensed to Accessible Information Management LLC Copyright © 2010-2017 by Haris Gunadi. All rights reserved.'

Welcome Ruth Smith! My Profile My Mailbox (Sent E-Mails) Sign Out


UNIVERSITY of DELAWARE
Office of Disability Support Services

My Dashboard Unified Blogs Staff Access Website Control Proctor


Home >> Submit Exam Electronically and Exam Instruction

Home
Online Services Home

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION



UPLOAD EXAM



EXAM INSTRUCTION

Questions? Contact Us!
Please contact our office if you have any questions regarding Alternative Testing request.

Office of Disability Support Services
240 Academy Street, Alison Hall Suite 130
Newark, DE 19716
Phone: (302) 831-4643
TDD: (302) 831-4563
Fax: (302) 831-3261
Email: dssoffice@udel.edu

NEED HELP?
Access Tutorials
Contact Our Office
Read Disclaimer

OFFICE OF DISABILITY SUPPORT SERVICES
University of Delaware
240 Academy Street, Alison Hall Suite 130
Newark, DE 19716


Website: <http://www.udel.edu/DSS/>
Email Us: dssoffice@udel.edu

Phone: (302) 831 - 4643
Fax: (302) 831 - 3261

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3. Submit the exam electronically using the secure UPLOAD EXAM link. Please note that you have the option to select that the same exam be used for all students who have scheduled exams for the same day.

Welcome Ruth Smith! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [Sign Out](#)

 **UNIVERSITY of DELAWARE**
Office of Disability Support Services

[My Dashboard](#) [Unified Blogs](#) [Staff Access](#) [Website Control](#) [Proctor](#)

Home > [Submit Exam Electronically and Exam Instruction](#)

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **1 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Class: **NURS 352.010 - ADULT HEALTH NURSING (CRN: 4166)**

Exam File Note (Optional):

Same Exams for Everyone: Note: Select Yes, if you would like us to use same exam for all students that have scheduled exams for the same day.

Select File: **No file chosen**

NEED HELP?
[Access Tutorials](#)
[Contact Our Office](#)
[Read Disclaimer](#)

OFFICE OF DISABILITY SUPPORT SERVICES
University of Delaware
240 Academy Street, Alison Hall Suite 130
Newark, DE 19716

Website: <http://www.udel.edu/DSS/>
Email Us: dssoffice@udel.edu

Phone: (302) 831 - 4643
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4. Submit the exam instructions using the secure EXAM INSTRUCTION link. There is a space to add additional notes and comments. If the student is not permitted to use aids, please check the No Aids Permitted box.

Welcome Ruth Smith! My Profile My Mailbox (Sent E-Mails) Sign Out

UNIVERSITY of DELAWARE
Office of Disability Support Services

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Home >> Submit Exam Electronically and Exam Instruction

Home > Online Services Home

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

NURS 352.010 - ADULT HEALTH NURSING (CRN: 4166)

Please fill out the following exam instruction

Additional Exam Instructions

1. Let us know what items are allowed during exam

- notes
- note card
- formula sheet
- open book(s)
- Standard Calculator
- Scientific Calculator
- Graphing calculator
- Dictionary
- Blue book
- Scantron
- No Aids Permitted

Additional Note or Comment

Submit Exam Instruction Back to Previous Page

NEED HELP? OFFICE OF DISABILITY SUPPORT SERVICES

Access Tutorials	University of Delaware	Website: http://www.udel.edu/DSS/	Phone: (302) 831 - 4643
Contact Our Office	240 Academy Street, Alison Hall Suite 130	Email: dssoffice@udel.edu	Fax: (302) 831 - 3261
Read Disclaimer	Newark, DE 19716		

6. Test will also be accepted via email dssproctor@udel.edu or delivered to 240 Academy Street, Alison Hall, Suite 130.

7. **Please provide the test at least 48 business hours ahead of time.**