

How to Use Your OASIS Testing Accommodations for Face to Face Exams

1. Talk to your professor at least one week prior to the exam and tell him/her that you want to use your extra time and/or alternate setting accommodation for the test.
2. Ask the professor if they can provide you with the necessary accommodation(s).
3. If the professor cannot provide you with the accommodations, tell him/her that you will contact OASIS to schedule an appointment to take the test in the testing center.
4. The professor must approve all changes to the date &/or time of the test. It is the student's responsibility to get the professors approval of any changes before OASIS is contacted.
5. Email, stop in or call Jill Boyle at OASIS to schedule the exam.
6. OASIS will need to know:
 - Test date
 - Test time
 - Professor's name
 - ✓ You must contact OASIS at least 3-4 business days BEFORE the test date.
 - ✓ OASIS does not have a full time testing proctor so drop-ins and last minute requests are difficult to accommodate.
 - ✓ We cannot accommodate any tests on the computer that are not on D2L with the Respondus lock down browser unless there are no limitations regarding student internet access.
7. Once a date and time is approved by the student, the Professor and OASIS, Jill Boyle will email both the professor and student to confirm.

OASIS is open Monday – Friday from 8:00 am – 4:30 PM.

All exams must be taken and completed during this time.

OASIS

Lower Level Sycamore Suites

East Stroudsburg University

Jill: 570-422-3390
Office: 570-422-3954
jboyle15@esu.edu