



**“A community that excludes even one of its members is no community at all.” – Dan Wilkins**

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***DRC E-Bulletin for Faculty***  
**Exams Taken in the DRC**  
SCSU / DISABILITY RESOURCE CENTER  
FEBRUARY 14, 2008

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***Faculty are essential partners in helping the university to meet its responsibility to ensure that students with disabilities receive approved exam accommodations. However, instructors are not always able to proctor exams within their classroom or department. Understandably, faculty may have questions about exams proctored through the DRC. Concerns about how exam accommodations are determined, the type of accommodations that are commonly used, and our ability to safeguard exams taken in the DRC are the focus of this DRC E-Bulletin for Faculty.***

**Q What is the process for determining exam accommodations?**

Each semester, a student meets with a DRC Specialist to identify appropriate exam or quiz accommodations for each course. The student's functional limitations, the documentation on file, and the requirements of each course provide the basis for determining exam accommodations. Without altering the essential course requirements, the purpose of exam accommodations is to “level the playing field” so that a student's ability, not their disability, is evaluated. We invite feedback from instructors when questions arise about the approved accommodations.

**Q What are some typical examples of exam accommodations?**

These accommodations include, but are not limited to the following:

- Extended time, usually fifty percent, and in some circumstances, as much as double-time
- Computers and assistive technology, such as text-to-speech software, screen-enlargers, word-prediction programs, etc.
- Readers or scribes for students who do not currently use assistive technology
- Reduced-distraction setting

**Q What procedures are in place to safeguard my exam?**

The DRC has developed procedures for the receipt and return of exams. No student is able to take an exam without verifying the approved accommodations. A proctor is in the testing room at all times while a student is taking an exam. Further safeguards include:

- Written policies: If the student does not show up for an exam on the scheduled day, the exam is returned to the instructor.
  - A student arriving fifteen or more minutes late cannot take the exam and must reschedule with the instructor's approval.
  - An instructor has the right to refuse to give a make-up exam.
- Students must leave all personal items outside of the testing room
- Staff conducts at least one random paper check while students are taking their exams. These checks involve a physical inspection of ALL exam papers and related materials.

- Students, who use a computer as an exam accommodation, may not use their own disk, and cannot save their work to the hard drive.
  - Students cannot access the web during exams.
  - Only one copy of the exam is printed and placed in the *Test Proctoring Envelope*.
- When concerns about academic honesty arise, the student is required to stop the exam and we contact the faculty member.
- Students may not leave the DRC without permission. Staff will note on the *Test Proctoring Envelope* when a student leaves to use the restroom and the time they return.
- The DRC must have written permission from the instructor (noted on the *Test Proctoring Envelope*) when they allow the class to use notes, books, calculators, etc. Should a student state that their instructor told the class that they can use any of the above mentioned items, but did not note this on the envelope:
  - DRC staff will attempt to contact the instructor for verification. If we are unable to reach the instructor, we will allow the use of these items and will indicate this on the return envelope.
  - We inform students that instructors have the right to accept or reject the exam when their use of these items appears to have not been pre-approved.
- Whenever possible, students should take their exams on the same date, and as close to the same time, as the class. Exceptions to this requirement include the DRC's inability to provide a needed scribe, reader, or other auxiliary aid at the requested time, or a student's schedule that does not allow their use of the approved amount of extended time.

**Q When can exams be scheduled through the DRC?**

Students are required to schedule exams one week prior to the date of the exam to ensure the availability of space and proctors. Exams taken through the DRC must occur between the hours of 8:00 am and 4:30 pm, Monday through Friday. Faculty should deliver exams prior to the date and time of the scheduled exam. Through a cooperative arrangement with the Center for Adaptive Technology (CAT), there is some availability to proctor exams after 4:30 pm.

**If you have any comments or questions on this information or have suggestions for future topics, contact Suzanne Tucker, Coordinator at 203-392-6828 or e-mail: [tuckers1@southernct.edu](mailto:tuckers1@southernct.edu)**