

## SCHEDULING EXAMS AND/OR QUIZZES THROUGH THE DRC

Students who have been approved for exam/quiz accommodations are encouraged to work with their instructors to arrange to take exams with the instructor or in the department when possible. When an instructor or department cannot proctor the exam for the student, either because of time conflicts or the unavailability of readers, scribes or access to computers, the exam can then be scheduled at the DRC.

### ***Exams/Quizzes Scheduled in the DRC***

- Exams or quizzes must be scheduled to start on the half hour and must be taken during the hours of 8:30 AM to 4:00 PM Monday through Friday.
- During the fall and spring semesters, exams/quizzes must be scheduled **at least one week in advance to ensure space is available**. Discuss alternate arrangements with professors and the DRC if unannounced quizzes are a possibility. There is more scheduling flexibility during the summer and winter sessions.
- Students pick up a *Test Proctoring Envelope* and take it to their professors to confirm exam arrangements and exam drop off.
- Students should schedule their exams on the same date and as close as possible to the same time as their class. Exceptions to this requirement may be made due to the DRC's inability to have a scribe, reader or computer available at the requested time or due to a student's academic schedule not permitting the full use of allotted extended time. Students needing extended time should determine their start time to ensure that exams are completed **by 4:00 PM**.
- Students requiring exam accommodations for evening or Saturday classes will need to make arrangements with their instructors.
- Exams are taken in one sitting unless a professor has made prior arrangements with the DRC to divide the exam into sections.
- There are several methods to reduce distraction and testing anxiety for eligible students while taking exams in the DRC. In addition to a reduced distraction testing room, students may supply their own ear plugs.
- Students approved for additional test accommodations, such as scribes, readers, computers and/or other adaptive technology, will need to request these accommodations when they schedule their exams.

**Please Note:** Scheduled exams will not be held if students are more than 15 minutes late. Exams not taken at the scheduled date and time will be returned to the instructor. The student will need to obtain permission from the instructor to reschedule the exam.

### ***Procedures for Taking Exams***

- Prior to the start of an exam, staff will remind students of the time they have been allotted based on their approved accommodations.
- Bags, books, cell phones, pagers, beverages and other personal belongings may not be brought into the testing area. Items must be left outside of the testing room and placed in the designated storage area. The DRC will not be responsible for lost or stolen property.
- The DRC must have written permission from the instructor (noted on the *Test Proctoring Envelope*) authorizing the use of notes, books, calculators, etc. When authorization is not noted on the envelope by the instructor, the DRC staff will attempt to contact the instructor for verification. If the instructor cannot be reached, use of these items will be allowed and will be noted on the return envelope.
- Students are encouraged to use the restroom before the exam starts. If the restroom must be used during an exam, staff will note on the *Test Proctoring Envelope* the time a student leaves the testing room and returns.
- For those students who use a computer as an exam accommodation, only the DRC disk may be used, and nothing may be saved to the hard drive. Exam answers are printed out once and DRC staff will seal them in the *Test Proctoring Envelope* (no other copies may be made). Students may not use their own laptop for an exam.
- For exams that are scheduled to be taken over two or more sittings, the student may only view the section of the exam that is currently being proctored. Once completed, each section is sealed in a *Test Proctoring Envelope* and is not accessible to the student again.
- DRC staff will perform random paper checks while students are taking their exams.

**Please Note:** The DRC adheres to the university's policy on academic honesty. If a staff member believes that a violation has occurred, the student's instructor will be notified and students in violation may lose the right to take future exams in the DRC.