

Colorado State University-Pueblo – Student Life
Disability Resource Office - Testing Guidelines

1. A student must be registered with the Disability Resource Office and have testing as an accommodation in order to take exams in the DRO.
2. Students are to meet with course instructors to determine instructor's preference for testing arrangements. If an instructor can arrange for the student to take tests in the department, or in class, the DRO does not need to be involved.
3. An exam must be scheduled **at least two business days** (Monday-Friday) in advance in order to guarantee an available testing space. If students fail to give two days notice, they may not be able to test in the DRO.
4. Exams may only be scheduled in person, by completing the Test Proctoring Request Form. This form is available at Disability Resource Office, in the Library & Academic Resources Center, Suite 169.
5. It is the student's responsibility to remind the instructor that she/he will be taking an exam in the DRO, and that the exam will need to be sent in advance of the exam.
6. The student may be required to present a valid picture ID to the DRO staff before taking an exam.
7. Students more than 30 minutes late for an exam will not be able to take the exam in the DRO. Student will be required to obtain permission from the instructor to reschedule exam. Student will need to complete a new test request form.
8. Students are only allowed to schedule exams on the same date and time as the class, unless the instructor gives permission for an alternate date and time by completing the bottom of the Test Request Form.
9. Items such as notes, books, a calculator, etc. cannot be used by the testing student unless confirmed by the instructor prior to the exam.
10. No food, drink, backpacks, purses, cell phones, pagers, electronic date books, radios, or tape recorders may be taken into the testing room unless stated in the current accommodations.
11. If the student requires a **scribe**, the test proctor is only allowed to write what is stated by the student.
12. If the student requires a test to be **read**, the test proctor is only allowed to read the text of the exam. The proctor cannot define words or phrases unless stated in the accommodations.
13. The student should be aware that at any time during the testing a test proctor is allowed to enter the testing room to check materials that the student has in her/his possession.
14. The student will not be able to leave the testing area during the exam unless stated in her/his accommodations or permission from DRO staff.
15. A student is responsible for bringing her/his own supplies and references, as have been permitted by the instructor or the student's DRO accommodations. The DRO will not provide materials (e.g., scratch paper, pen/pencil, dictionary, bluebook, etc.)

16. Tests are administered by DRO Monday-Friday between the hours of 8:00am and 5:00pm during regular operating hours. If a course test is held at another time, arrangements are to be made with the instructor to test at an alternate time and/or location.
17. If a student is caught and/or suspected of cheating on an exam, DRO will inform the instructor. The instructor will determine the consequences.

I have read and understand these guidelines and have discussed any questions/concerns regarding the DRO testing guidelines with a member of the DRO staff.

Student Signature

Date

DRO Staff

Revised: 01/22/15

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Please provide the following information

Student & Instructor Information:

Date: _____

Name: _____

PID #: _____

Phone: _____ E-Mail: _____

Instructor: _____ Office Location: _____

Instructor's Phone #: _____ Instructor's E-Mail: _____

Test Information:

Course Name: _____

Course #: _____

Date of Test: _____ Time of Test: _____

Is this day or time different from the designated class testing time? Yes No

(If you answered YES to the question above, you must fill out the instructor approval below)

Instructor Approval of Alternate Testing Date / Time

The following student, _____, has requested to take an exam for the class _____, on a day and/or time that is different from the designated class time.

The requested DATE to take the exam: _____

The requested TIME to take the exam: _____

Please indicate below whether or not you have approved the requested test time.

- ☐ Yes, I have approved the above student to take the test at the requested date and time.
- ☐ No, I have not approved the above student to take the test at the requested date and time.

Instructor Name: _____ Telephone #: _____

Instructor Signature: _____ Date: _____

Please leave the remaining items blank – For DRO use only

Testing Accommodations as specified by DRO:

Quiet Room _____ Extended Time _____ Reader _____ Scribe _____

Enlarged Format _____ Computer _____ Dictionary _____ Calculator _____

Other: _____

Test Instructions from Instructor:

Regular class time for test (e.g., 50 minutes): _____

Special Instructions and/or materials permitted by instructor:

Open book _____ Notes _____ Calculator _____ Dictionary _____

Other: _____

Contact with Instructor:

Exam Return Information:

Date Returned: _____ Time: _____ By: _____ Location: _____

Test Returned to: _____ Signature: _____

Revised: 1/22/15