



Disability Resource & Support Center

Testing Guidelines

1. A student must be registered with the Disability Resource & Support Center (DRSC) and have testing as an accommodation in order to take exams in the DRSC.
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 DRSC 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 DRSC.
4. Exams may only be scheduled in person, by completing the Test Proctoring Request Form. This form is available at Disability Resource & Support Center, 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 DRSC, 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 DRSC 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 DRSC. 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, audio recorders, or smart watches 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 DRSC 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 DRSC accommodations. The DRSC will not provide materials (e.g., scratch paper, pen/pencil, dictionary, bluebook, etc.)
16. Tests are administered by DRSC 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, DRSC 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 DRSC testing guidelines with a member of the DRSC staff.

Student Signature

Date

DRSC Staff