



Disability Resource & Support Center
Testing Guidelines and Procedure

The Disability Resource & Support Center (DRSC) provides proctoring of student exams as a service to instructors. Eligible students include those with testing-related disability accommodations. The following details the guidelines for instructors and students.

Proctor Scheduling Process

1. A student must be registered with the DRSC and have testing as an accommodation in order to take exams in the DRSC. 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, in class, or through remote proctoring, the DRSC does not need to be involved. If other students enrolled in the class is not being proctored in person, the DRSC will not proctor the student using accommodations for testing unless there are extenuating circumstances.
2. If the instructor and student agree that testing should be proctored by the DRSC, the student must schedule the exam at least three business days (Monday through Friday) in advance in order to ensure testing space is available. If students fail to give three days' notice, they may not be able to test in the DRSC. Exams may only be scheduled by completing the [Test Proctoring Request Form](#). (The form is also located on the DRSC "Student Resources" webpage.)
3. If the DRSC cannot proctor the exam on the date/time the student is requesting due to a lack of available space, the DRSC will work with faculty and the student to find an alternative date/time.
4. The student should remind the instructor that they will be taking an exam in the DRSC, and that the exam will need to be sent in advance of the scheduled proctoring date/time.
5. The DRSC will email the CSU-Pueblo email accounts of instructors, requesting a copy of the exam be sent in person or by email to the DRSC. Email reminders will only be sent when eligible students have completed a Test Proctoring Request Form. The DRSC will also ask the following:
 - How much time is the class is allowed on the exam?
 - What resources is the class allowed: textbook, notes, calculator, other?
 - If the instructor is a resource for the class, how may they be contacted during the exam if the student has questions?
 - Any other special instructions the instructor thinks may be needed.
6. If the exam requires conversion into an alternate format for the student and the instructor is unable to make such modification themselves, the exam should be submitted at least one day prior to the scheduled test time in order for the DRSC to make required modifications.
7. Students late to their exam will have their available time reduced by the number of minutes late, unless extenuating circumstances occur and at the discretion of DRSC professional staff. Students more than 30 minutes late for an exam will generally not be able to take the exam in the DRSC, and will be directed to obtain permission from the instructor to reschedule exam. If permission is received, students will need to submit a new test proctoring request form.

8. Students who need to take the exam/quiz on a different day and/or at a different time than the class will note this on the test request form along with a rationale. The DRSC will consult with the instructor to determine if the rationale is sufficient to justify an alternate test date and/or time.
9. Tests are administered by DRSC Monday-Friday between the hours of 8:00am and 4:45pm during regular operating hours. If a course test is held at another time, arrangements are to be made between the student and the instructor to test at an alternate time and/or location.

Testing Guidelines

1. The student may be required to present a valid picture ID to the DRSC staff before taking an exam.
2. Items such as notes, books, a calculator, etc. cannot be used by the testing student unless confirmed by the instructor prior to the exam.
3. 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.
4. If the student requires a scribe, the test proctor will only write what is stated by the student.
5. If the student requires a test to be read, the test proctor will only read the text of the exam. The proctor will not define words or phrases unless the student has such an accommodation.
6. Students must enter the DRSC with a face mask. Once students are placed in a testing room and the door is securely closed, they may remove their face mask unless the student is accompanied by a scribe or reader. Masks must be put back on if the testing room door is opened.
7. 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 their possession.
8. The student will not be able to leave the testing area during the exam unless stated in their accommodations or with permission from DRSC staff.
9. A student is responsible for bringing their own supplies and references as have been permitted by the instructor or the student's DRSC accommodations. The DRSC does not provide materials (e.g., pen/pencil, dictionary, bluebook, etc.).
10. If a student is caught and/or suspected of cheating on an exam, DRSC will report the incident to the Instructor and the Office of Student Conduct.

Returning Exams to Instructors

1. Once the exam has been finished, DRSC staff will seal the exam in an envelope. Whenever possible, the DRSC will return exams to the instructor electronically.
2. If exams are required to be returned by hand to instructors, DRSC staff will hand deliver the exam to either the instructor if available or the academic department office. DRSC staff will have the person accepting the test complete the DRSC's receipt of test to establish a record of the test's return. Return delivery will occur once in the morning and once in the afternoon, as DRSC staff are available.