The following summarizes the testing accommodation policy at the Disability Services Center (DSC). For more detailed information about procedures for testing accommodations, students and faculty are referred to "Testing Accommodation Procedure" available at DSC and on the DSC website (www.dsc.uci.edu). If you have questions, please contact the Testing Coordinator at 824-7494 or Lisa Oldag at 824-1335 / lisaeo@uci.edu.

1. It is the student’s responsibility to request faculty notification letters online, thus informing faculty of student’s eligibility for accommodations. DSC does not automatically inform faculty that the student will be in their class.

2. If the instructor prefers to administer the exam and can arrange the proper accommodations, the student should make arrangements directly with the instructor. In some cases, it may be more appropriate for the professor to administer exams, such as when the professor is very concerned about test security, wants to be physically available to respond to questions or problems, or wants the exam immediately after the student completes it. If it is decided, after communicating with the instructor, that the student should take the exam at DSC, please follow the procedures below.

3. It is the student’s responsibility to submit a Test Accommodation Request Form (TARF) through the DSC website for each exam. This request must be submitted online by 11:59 pm on Sunday of the 2nd week of classes.

4. For students requesting testing accommodations after the deadline, please schedule an appointment with a DSC counselor to discuss the circumstances and determine availability of our test proctoring service. If it is determined that a late request cannot be accommodated due to availability of center and/or minimal time for processing a request, the student must contact the instructor to make testing accommodation arrangements with them.

5. After a request is submitted, instructors will receive an email with directions to arrange testing accommodations at DSC. *NOTE TO INSTRUCTOR: Please specify any special instructions for taking the exam, corrections, or other clarification about the test that will be provided to students taking the test in the general classroom. Please specify whether students are allowed use of any materials (e.g., notes, dictionary, and calculator) during the exam. Lastly, please specify the duration, exam acquisition/return preference, and a phone number should we need to contact you during the examination.

6. DSC requires a minimum of 48 hours notice to change the originally scheduled time and/or scheduled duration of a test. If DSC is unable to accommodate the change, then the student is responsible for arranging testing accommodations with the instructor. DSC and faculty are not obligated or required to administer exams at times/days different than the class.
7. During fall, winter and spring quarters, DSC is open until 10:00 pm for exams Monday-Thursday evenings and until 7:00 pm Friday evenings; therefore, all exams must be completed by 10:00/7:00 pm accordingly. Summer Session exams must be completed Monday-Thursday by 7:00 pm and Friday by 5pm.

8. Instructors are requested to deliver exams to DSC prior to the testing date. The DSC is able to pick-up exams if requested by the professor. The student is encouraged to remind the professor of the need to deliver the test before the exam date. DSC assumes responsibility for security of the exam. *We do not recommend use of campus mail for delivery or return of tests.*

9. Exams that need to be read on cassette tape/CD, converted to large print/Braille, or scanned into a computer must be received by DSC early enough to ensure adequate time for conversion.

10. Completed exams will be hand-delivered by DSC to the instructor the same day or the next morning, unless otherwise requested by the instructor. If an exam is administered in the evening, DSC will deliver it the following morning. **The instructor or other full-time staff/faculty of the instructor's department must sign for receipt of the exam.**

11. **The student should arrive at DSC 10-15 minutes prior to the start of the exam.**

12. If the student is unable to take the exam at the scheduled time, both instructor and DSC must be informed prior to the scheduled time. **If students do not arrive within 20 minutes of the start time, regardless of notification, exams will promptly be returned to instructor.** The test can be re-scheduled only with direct approval from the instructor.

13. Once the student has begun the exam, she/he will not be allowed to leave an exam (unless for medical reasons at which time he/she will remain under supervision) or complete the exam in two sessions. Exceptions to this can only be made if DSC has written permission from the instructor.

14. If during an exam the student has any question about the test or instructions, the student should explain the problem to DSC Staff. If it is something the instructor must handle, DSC will attempt to contact the instructor or TA by phone or go to the class if nearby; otherwise the student is advised to continue with the test and include a written explanation about the problem so it will come to the attention of the instructor. **DSC will not clarify questions which a student has about the test or any items on the test.**

15. A staff member from DSC may come into the testing room at any time to monitor the instructor's guidelines for the exam.

16. **All coats, hats, books and notebooks, purses, cell phones, and personal belongings must be left outside while taking the exam** unless the instructor has specified what materials you may have. Food or drinks may be kept outside the testing room.

17. In most cases, DSC testing rooms are monitored by video camera surveillance.
18. Any actual or suspected incidents/evidence of improper test-taking or dishonesty (such as use of notes or books when the instructor has specified a closed-book test) will be reported to the instructor who is advised to handle such incidents as if they occurred in the classroom. **DSC will complete an "Irregularity Test Taking Form" and return it with the student's exam** whenever incidences and/or behavior(s) do not follow typical testing protocol not indicated as an accommodation on a student's intake form. Examples include: Bathroom visits, smoking breaks, use of notes, cell phones, etc.

19. **Subsequent occurrence of actual or suspected incidents/evidence of improper test-taking or dishonesty will be reported to the appropriate campus authorities. DSC reserves the right to suspend test proctoring services under certain circumstances.**

20. Various accommodations may be appropriate but depend on the disability-related needs of each student. Those students, who must work with a reader or scribe, need a converted format or rest periods may need more time. **Students who need any type of assistance should indicate this when scheduling the exam at DSC so that the assistance or space can be scheduled.**

21. Some students must work with a reader or scribe in order to take a test. The reader only reads verbatim what is on the test without any interpretation or clarification of test questions, and no voice inflection or other direct/indirect cues to the student about the appropriate response. Similarly, the scribe only writes down or enters on the computer verbatim what the student has given as a response or fills in the Scantron sheet.

22. **DSC does not recommend the use of individuals who have been working with students as tutors, note takers in the classroom, readers, or of other individuals who may be friends or family members. These individuals often know the student and their objectivity in a testing situation with the student may be questionable.**

23. **The provision of any test accommodation does not ensure or guarantee a certain level of achievement or success on a test or for a course.**