This form is available in alternate format upon request.

UCI DISABILITY SERVICES CENTER  TESTING ACCOMMODATION PROCEDURES

The following summarizes the steps to follow for using testing accommodations at DSC. For more detailed information about policy and procedures for testing accommodations, students and faculty are referred to "Guidelines for Testing Accommodations" available at DSC and on the DSC website (www.disability.uci.edu). If you have questions, please contact the Testing Coordinator at 824-7494, or send email to dsc@uci.edu.

1. **It is the student's responsibility to meet with each instructor at the beginning of the quarter to discuss disability-related needs in the course including appropriate testing accommodations;** DSC does not automatically inform faculty that the student will be in their class. If the instructor needs verification of the student’s disability or accommodation needs, DSC can provide this upon request, in writing, from the student or the instructor.

2. If the instructor prefers to administer the exam and can arrange the proper accommodations, the student makes the 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. 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.

3. If it is decided, after talking with the instructor, that the student should take the exam at DSC, follow the procedures below. **NOTE TO INSTRUCTOR:** DSC requires that students take exams on the same day and time as other students unless prior arrangements have been made with your DSC counselor.

4. Take one DSC Test Accommodation Request form for each course to the instructor for his/her approval. **This form must be returned to DSC by Friday of Week 3.** DSC expects that exams will be taken at DSC at the same time as the class unless otherwise approved by the instructor/DSC (i.e. exams for evening classes generally need to begin before the class meets). On the form the instructor should specify any special instructions for taking the exam, corrections, or other clarification about the test that is provided to students taking the test in the classroom. Instructor must also specify whether student is allowed use of any materials (e.g., notes, dictionary, and calculator) during the exam. Instructor should keep the pink copy of the form as a reminder of the exam arrangements.

5. **The student promptly returns the form to DSC to schedule the exam no later than Friday, 5 pm of Week 3.** DSC may not be able to provide the requested accommodation if the request is received after these deadlines; in this case the student must contact the instructor to request the accommodation. If the student submits a request after these deadlines, DSC or the instructor is not obligated to provide the accommodation.

6. If the student initiates with the instructor a request to take an exam at a time/day different than the time previously arranged with DSC, DSC is under no obligation to proctor that exam; **DSC requires a minimum of 48 hours notice to change the originally scheduled time.** DSC and faculty are not obligated or required to administer exams at times/days different than the class. If DSC is unable to accommodate the change, then the student is responsible for contacting the instructor. The instructor has the final decision about re-scheduling and arranging the accommodation in their office.

7. Instructors are requested to deliver exams to DSC prior to the testing date, or DSC is able to pick-up exams if requested by the professor; this should be specified on the Test Accommodation Request form. 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.**

8. 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. For evening exams, the student may make arrangements with his/her professor to take the exam earlier and be sure to arrange to have the test available for pickup. Summer Session exams must be completed Monday-Thursday by 7:00 pm and Friday by 5pm.

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

9. Testing accommodations. 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.

10. 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.

11. 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.

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

13. 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 DSC is not notified or the student does not show within 20 minutes after the start time, the exam is returned to the instructor the same day. The test can be re-scheduled only with direct approval from the instructor.

14. 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.

15. 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.

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

17. 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.

18. 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: Bathroom visits, smoking breaks, use of notes, etc. DSC exam rooms are monitored by video cameras.

19. 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.

20. 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 immediately reported to the instructor who is advised to handle such incidents as if they occurred in the classroom.

DSC: Revised September 2008