Test Administration Procedures

My Steps to Request Testing at DSC
1. I will email my faculty notification letters by Friday of Week 2.
2. I will log in to MyDSC to verify that:
   - all my tests are correctly scheduled.
   - my test’s materials and duration are entered.
   - I have no overlapping tests.
   - my tests are scheduled to be completed within DSC office hours (Monday-Thursday, 8am-10pm; Friday, 8am-7pm).
3. I will contact DSC if my professor has made any changes.
4. Contact DSC immediately if your test is not listed in my DSC. (DSC requires 3-business days notice to schedule a test.) If my test has not been scheduled, it is my responsibility to follow-up with my professor and DSC prior to 3-business days before the test date.
5. For final exams, DSC requires that tests are entered no later than Thursday of Week 10.
6. It is my responsibility to arrange with my professor and DSC an alternate start time to ensure that all my tests are completed before DSC closing time.
7. I will contact DSC 24 hours in advance if I choose to take a scheduled test in class.
8. For quizzes lasting less than 30 minutes I must receive prior approval for this accommodation from my DSC counselor.

Test Day
1. Arrive 5-10 minutes early.
2. Sign-in at the front desk and sign “Academic Honesty” slip for each test.
3. Tests begin at the scheduled start time, if I arrive late I lose my minutes.

Late Requests
1. For late requests I will contact my DSC counselor immediately to determine if the test may be taken at DSC.
2. If space and proctors are not available, I may:
   a. take my test in the classroom without my approved accommodations, or
   b. speak to my professor to determine if he/she can administer my test with my approved testing accommodations.

Make-up Requests
Regardless of whether I notify DSC or not, the following is in effect:
1. If I fail to arrive, my test will be returned to my professor with a notation that I did not appear for the exam at DSC.
2. My professor will be asked to apply his/her own course make-up policy.
3. To take a make-up exam at DSC, a minimum of 3-business days notice must be given to DSC.

Academic Dishonesty
DSC Testing rooms are monitored by video camera surveillance.
1. Any unusual activity or irregularity will be reported to my professor.
2. Subsequent unusual activity or irregularity will be reported to the appropriate campus authorities.
3. DSC reserves the right to suspend future test proctoring under certain circumstances.
   *See UCI Academic Senate Policy on Academic Honesty, revised July 17, 2008*

Mitigating Circumstances
1. I will contact my DSC counselor who will determine if test proctoring is available.
2. I must provide documentation to my DSC counselor supporting the mitigating circumstance.
3. It is my responsibility to meet with my DSC Counselor as soon as possible.