

DRC Test Accommodation Guidelines for Faculty

ACCOMMODATION FORMS:

- Students approved for test accommodations by a DRC counselor should present (i.e. in person or e-mail) instructors with an official **DRC Accommodation Form**. The Accommodation Form indicates the student's approved/prescribed disability-related accommodations, including test accommodations such as extended time, a reader/scribe, etc.
- Once the instructor has received and reviewed the Accommodation Form, a professor signature and date is needed and returned to the student.
- **Questions regarding the approved test accommodations, should be directed to the DRC counselor listed on the Form.** All approved accommodations for which the instructor disputes, will be permitted during the DRC's review of the instructor's questions or concerns and determination of fundamental alteration.
- Current and up-to-date information regarding test and quiz dates listed on the class syllabus is highly encouraged. If changes are made, promptly notify the student.

BLUE TEST ENVELOPE:

DISABILITY RESOURCE CENTER EXAM ENVELOPE Student Name: _____ Professor ID# _____

Student: Please fill out your name and ID number. Professor/Instructor: Please completely fill out the bottom portion.

Professor/Instructor Name: _____ Department: _____

Exam Information

Class: _____ Exam Name: _____

Date Exam is to be taken: _____

Time Exam is to be taken: _____

Standard time for exam: _____

Special Instructions

Calculator Allowed: _____ Type: _____

Other: _____

Return Completed Exam to:

Department Pick up: _____

Email: _____

Other (specify): _____

DRC Staff Only

Absence Note Proctor Exam

Scribe Computer

Reader

Time Allowed: _____ Staff Initials: _____

- Please be prepared to receive a DRC blue test envelope from the DRC student at least **five days** before each quiz/test and **two weeks** before the final exam/last week of semester exams. The blue test envelope is intended to be the official way for instructors to 1) deliver exams to the DRC, and 2) communicate to the DRC how the exam is to be administered and what materials (e.g. open book, calculator, etc.) are to be permitted.
- **Provide all information related to the in-class administration of each quiz/test on the blue test envelope.** In order for the DRC to administer an in-class quiz/test as the instructor intends, it is imperative that the instructor provides the following information when delivering the exam to the DRC.
 - **Exam Information:** Completely fill out class information (class, exam name, date and time exam is to be taken).
 - **Standard Time for Exam:** Verify that the time allotted for the in-class exam appears correctly in the test request. This field will default to the amount of scheduled class time unless altered by the instructor. (DRC will calculate any applicable extended time using the information submitted in this field.)
 - **Test Delivery Option:** Indicate the preferred test return method. Test return/delivery options include:
 - Department campus mail

- Instructor/designee pick up
- E-mail
- **NOTE:** In order to maintain the integrity of each exam, students are not permitted to deliver exams to be taken at the DRC.
- **Special Instructions & Faculty Approved Materials:** *Indicate all materials allowed for the exam.* These items will be the only items allowed to be taken into the DRC Testing Center. It is imperative that a detailed list of all materials approved for in-class use is communicated to DRC prior to the exam.
- If necessary, include any special instructions needed to administer the exam. e.g.- “Part I of the test is closed notes. Part II of the test is open note.”

Delivering Exams to DRC

To ensure that each test is administered accurately, DRC must receive exams **two business days** prior to the scheduled exam. It is important to submit tests to the DRC as soon possible to allow the DRC to review the test, include the necessary materials, and ensure that all testing accommodations are administered properly. DRC will not be responsible for mistakes (i.e. answers on test, missing pages, missing scantron, etc.) for quiz/tests submitted after the exam submission deadline. **Surprise/Pop-Quizzes** information should be communicated to the DRC office in advance to ensure test is administered accurately and all accommodations are ready for the student at the time of the test/quiz.

Method of Delivering Exams

- *Drop off:* by you or department representative to DRC office
- *Online:* [Exam Submission on the DRC website](#). This link can be found at <http://www.palomar.edu/drc> under the **Faculty Resources** section on the left hand sidebar.
- *Campus Mail*

To ensure test security please note

- If sent via email, the preferred method for receiving tests is uploading exams in Microsoft Word or PDF format.
- Tests that need to be converted to Braille will need to be received at **least two business days prior to the submission deadline.**
- **Audio Portions:** DRC encourages instructors to administer any audio portions of exams. If DRC must administer an audio portion of an exam, the audio component must be saved to a USB drive and hand delivered to DRC. If the test is a PowerPoint presentation with embedded audio, it is the instructor’s responsibility to embed the audio.
- **Failure to submit exams before submission deadline may result in your student rescheduling their testing appointment up to one week out from original exam date.**

Final Exam Special Note: If an instructor does not have a final exam ready to be administered by the time and date the student has scheduled the final with DRC, the instructor may be responsible for accommodating the student in his/her own department at the discretion of the DRC Director, or the exam may need to be administered on an alternate date.

Administering Exams

If a student fails to appear at their scheduled testing appointment time, it is their responsibility to notify their instructor to discuss re-scheduling the exam. The DRC requires written or verbal approval from instructors to re-schedule exams. This may be done through phone, email or in person.

Receiving Completed Test Packets

Pick-Up or Delivery of Completed Test Materials

After a student has completed the test, all materials used (i.e. scantron, answer form, notes or other materials that were allowed) are placed in the testing envelope. Instructors can receive their completed tests by:

- **Intra-Campus Mail:** The DRC will deliver completed exams that are designated “Department Return” to the mailroom by 4pm M-Th and by 1pm on Fridays.
- **Test Pick-up:** Instructors may pick up completed test packets in person from the DRC office. The instructor may send a designee in their place, but must indicate this on the testing request form or prior to pick-up.
- **Email:** DRC will scan and email completed exams to instructors if requested. Instructor must provide email address at time of dropping off exam.

NOTE: In order to maintain the integrity of each exam, students are not permitted to return completed exams to the professor or to the department.

Questions?

Please contact:

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