



Disability Resource Center

Test Accommodation Guidelines for Faculty

Testing Center
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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 signature is needed and returned to the student. The student is responsible for returning the signed Accommodation Form to the DRC.
- **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.

EXAM APPOINTMENTS:

- Please be prepared to receive an email detailing the student's request to take an exam at the Testing Center. The email will direct you to the Testing Center's booking system, [MyDRC](#).
- Instructions on how to submit exams via MyDRC can be found on our website or [here](#).
- Students must request an exam appointment at least **three business days in advanced** via MyDRC or in-person. A two weeks' notice is needed for final exams.
- Exams appointments must coincide with the same day and time that the class takes the exam unless prior arrangements have been made with the Instructor. Please note that the DRC Testing Center must receive written or verbal permission to administer the exam outside the regular class time. If permission has not been received, the DRC Testing Center will make an attempt to receive this permission via email.
- 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 Testing Center requires written or verbal approval from the course instructor to re-schedule exams. This may be done through phone, email or in person.

DELIVERING EXAMS:

- It is the instructor's responsibility to deliver exams to the DRC Testing Center.
- To ensure that each test is administered accurately, the Testing Center requests exams to be delivered **two business days** prior to the scheduled exam. It is important to submit tests as soon possible to allow the Testing Center to review the test, include the necessary materials, and ensure that all testing accommodations are administered properly. The

- Testing Center 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.
- 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.

METHODS OF DELIVERING EXAMS:

Exams can be delivered to the Testing Center by the following methods:

- Online: Exam Submission via [MyDRC](#). Instructions can be found [here](#)
- Drop off: by Instructor or department representative to DRC Testing Center.
- Inter-Campus Mail
- Email: drcproctor@palomar.edu. If sent via email, the preferred method for receiving tests is uploading exams in Microsoft Word or PDF format.

Please complete an [Exam Proctoring Form](#) or blue envelope when submitting exams in person, mail, or email. Proctoring Forms and blue envelopes can be found at the Testing Center, our website, or with Academic Department Assistant.

BLUE PROCTORING FORM & BLUE ENVELOPE:

Provide all information related to the in-class administration of each quiz/test. 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 (Instructor's name, student's name, student's ID#, course title, 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.
- **Test Delivery Option:** Indicate the preferred test return method. Test return/delivery options include:
 - Department campus mail: please note that all outgoing exams that will be delivered via inter-campus mail will be scanned and emailed to the instructor's Palomar email.
 - Instructor/designee pick up
 - E-mail: The DRC will only email completed exams to the instructor's Palomar email.
 - **NOTE:** In order to maintain the integrity of each exam, students are not permitted to deliver or return exams to be taken at the DRC.
- **Special Instructions & Instructor 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."

- **Surprise/Pop-Quizzes** information should be communicated to the Testing Center in advance to ensure test is administered accurately and all accommodations are ready for the student at the time of the test/quiz.
- **Audio Portions:** The Testing Center encourages instructors to administer any audio portions of exams. If the Testing Center must administer an audio portion of an exam, the audio component must be saved to a USB drive and hand delivered to the Testing Center. If the test is a PowerPoint presentation with embedded audio, it is the instructor's responsibility to embed the audio.
- **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, 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.

NORTH, SOUTH & ESCONDIDO EDUCATION CENTERS

Exams will only be proctored at the location where the course is being held or at the Testing Center at the main campus (San Marcos).

DELIVERING EXAMS

- Instructors are asked to submit exams two days in advanced to the **DRC Testing Center or the corresponding Campus' TLC** to ensure each exam is administered accurately with the proper accommodations.
- Please be sure to fill out a [DRC Proctoring Form](#).

DELIVERY METHOD

- Completed exams will only be delivered as followed:
 1. **Pick-Up:** Instructors must sign out exams
 2. **Education Center Mailbox**

*Please note: Education Centers are **not able to scan and email completed exams**.

RECEIVING COMPLETED TEST PACKETS

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:

- **Inter-Campus Mail:** The Testing Center will scan and email a copy of the completed exam and deliver physical copy to the designated Department indicated. Mail is delivered to the mailroom by 4pm Monday - Thursday and by 1pm on Friday.
- **Test Pick-up:** Instructors may pick up completed test packets in person from the DRC Testing Center. The instructor may send a designee in their place, but must indicate this on the testing request form or prior to pick-up.

- **Email:** The Testing Center will scan and email completed exams to instructors if requested. Instructor must provide email address at time of dropping off exam. The physical copy of the exam will be delivered to the instructor's department mailbox.
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.

TESTING CENTER CONTACT INFORMATION

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