



Disability Resource Center

Test Accommodation Guidelines for Faculty

Testing Center
NA-2
760.744.1150 ext. 3939
drcproctor@palomar.edu

DRC Test Accommodation Guidelines for Faculty

ACCOMMODATION LETTER:

- Students approved for test accommodations by a DRC counselor and seeking to receive test accommodations must present (i.e. in person or e-mail) instructors with an official **DRC Accommodation Letter**. The Accommodation Letter 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 Letter, a signature is needed and returned to the student **OR** digitally acknowledge in [MyDRC](#). If the letter is signed, the student is responsible for returning the signed Accommodation Letter to the DRC.
- **Questions regarding the approved test accommodations, should be directed to the DRC counselor listed on the letter.** 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.

HOW TO DIGITALLY ACKNOWLEDGE ACCOMODATION LETTER(S) IN MyDRC:

To get a list of DRC student(s) enrolled in your course(s) that have requested an Accommodations Letter(s):

1. Go to [MyDRC](#)
2. Click on [MyDRC Instructor Log-in](#)
3. Click Accommodation Letters at the top of the MyDRC page. It will ask you to log-in (Single Sign-On).
4. Select the current term
5. You will see a list of all your DRC student(s) that have requested an Accommodation Letter(s). You may also view the Accommodation Letter for each student.
6. Acknowledge receipt of the letter in MyDRC. This is in lieu of a signature.

EXAM APPOINTMENTS AT THE DRC TESTING CENTER:

- Please be prepared to receive an email detailing the student's request to take an exam at the DRC 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 **five 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 DRC Testing Center requests exams to be delivered **24 HOURS** prior to the scheduled exam. It is important to submit tests as soon as possible to allow the DRC Testing Center to review the test, include the necessary materials, and ensure that all testing accommodations are administered properly.
- DRC 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 DRC 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. Exam Proctoring Forms and blue envelopes can be found at the DRC Testing Center, our website, or with your 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 DRC 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 DRC Testing Center encourages instructors to administer any audio portions of exams. If the DRC 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 DRC 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 DRC Testing Center at the main campus (San Marcos).

DELIVERING EXAMS

- Instructors are asked to submit exams **24 hours 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 an [Exam 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 the physical copy to the designated Department as indicated by the instructor. 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 during regular business hours. 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 DRC Testing Center will scan, and email completed exams to the instructor's Palomar email. 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.

ONLINE EXAMS: ACCOMMODATIONS IN CANVAS

How to Extend Time:

- Classic Quiz the instructions are at:
<https://community.canvaslms.com/docs/DOC-13053-4152276279>.
This allows, per student per quiz, for a specific amount of extra time to be added.
- New Quiz there are two possibilities.
 1. The way that matches the Classic Quiz method is documented at:
<https://community.canvaslms.com/docs/DOC-15038-4152790671>.
 2. The other option is to simply allow either an additional set amount of time or a multiplier for a student, so all New Quiz attempts have the time limits automatically adjusted. That's documented at:
<https://community.canvaslms.com/docs/DOC-16842-41521110302>.

Extended time set for student but defaults back to regular length of time?

With a Canvas Quiz, there are two aspects:

The quiz time limit, and the availability window for the quiz. Both can be customized for individual students, though they accomplish different things.

The quiz time limit can be set for the quiz as a whole (so “students have 10 minutes to take the quiz”), and this is what typically needs expanding when DRC students are entitled to take longer to complete a quiz attempt. To make that customization the teacher browses to the published quiz in Canvas, then hits a button to “Moderate This Quiz” and gets a list of all students in the course. When they go to Edit a particular student, they have controls to add additional minutes to the quiz time limit (so in the ten-minute example for a 1.5x student they would add 5 minutes, and a 2x student would get 10 minutes added). This extra time is added to any attempt on that quiz a student makes, so if the quiz allows multiple attempts the added time is on all of those, not just one.

The availability window for the quiz is determined by the “available from” and “available until” dates set at the bottom of the quiz editing screen. That is the time window in which students may take the quiz. Typically for online classes this is a fairly wide window, days or sometimes a week, during which any students may attempt the quiz. Outside that time window students may not interact with the quiz, so if a student begins a quiz attempt which goes past the “available until” date, their attempt ends even if that is before a time limit expires. It is possible to set different availability dates for particular students, though that is done by editing the quiz rather than using the moderation tool. (So, as a hypothetical, if the teacher sets the available window to be a single hour, and sets a time limit for 120 minutes, absolutely nobody will be able to take the two hours, since there simply isn’t enough time between the available from and until settings.)

Occasionally, situations occur when the teacher adds extra time to the time limit, but not expanding out the windows of time in which the quiz is available.

How to allow all questions to be viewed at once:

To allow student to view all the questions at once, per their approved accommodations, please do the following:

1. Set up a duplicate quiz
2. Assigned only to that student (and, of course, assign the original quiz to everybody except that student) with the question layout not set to one at a time.

Helpful Resources for Online Exam Accommodations

Palomar ATRC

(760) 744-1150 x2862

atrc@palomar.edu

<https://www2.palomar.edu/pages/atrc/>

Canvas Community

Accessibility in Canvas: <https://community.canvaslms.com/docs/DOC-2061-accessibility-within-canvas>

Setting to Maximize Security: <https://community.canvaslms.com/docs/DOC-3313-quiz-settings-to-maximize-security>

How to Assign a Quiz to Individual Student: <https://community.canvaslms.com/docs/DOC-26363-how-do-i-assign-a-quiz-to-an-individual-student>

TESTING CENTER CONTACT INFORMATION

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HOURS OF OPERATIONS

Monday-Thursday

8:00 am to 5:00 pm

*After 5:00pm by Appointment Only

Friday

8:00 am to 12:00 pm

*12:00 pm to 2:00 pm by Appointment Only

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