STUDENT TEST POLICIES

PROCTOR FORMS
Students must submit proctor request forms by the end of the work day (3) three working days before the scheduled exam (schedule is posted on wall in the DRC office). Proctor forms must be filled out completely. The final examination period requires proctor forms to be submitted (2) two weeks prior to exam. *Note: Change of exam time or additional materials for use during the exam must be approved by the professor. ***Excessive late proctor forms may result in a meeting with the Assistant Director of the DRC to discuss responsibilities and the appropriate use of accommodations.***

MATERIALS & TOOLS
Each student will only take into the testing rooms the materials the professor has approved to use during the test. Cell phones must be removed from your person, turned OFF, and put away. Each student must provide their own paper, pens, scantron sheets, etc. unless otherwise indicated by the professor on the proctor form. If you do not come to the test prepared, you may take the time to find the tools you need for your exam, but will be considered late for your exam once you return prepared. Please inform DRC staff if you will need a computer, scribe or reader for your exam if it is approved in your accommodations.

TIME
If receiving accommodation for extended time, students will be allowed up to time and a half of the regular timed exam, or on occasion double time when approved by DRC staff based on the impact of the student’s disability.
MWF class- 50 minute class – maximum 1 hour 15 minutes for the exam
TT- 1 hour 15 minute class – maximum 1 hour 53 minutes for the exam

Exams will start at the regular class time unless you have classes back-to-back. If this is the case you should discuss with the Access Coordinator changing the time of the exam when you turn the proctor form in, not immediately before the exam is scheduled to begin. Any time changes must be approved by the professor. *Note: Classes after 5 p.m., the exam will need to be rescheduled either prior to class or the following day.

Time allowed for an exam begins at the scheduled exam time. If you are late, you will only be allowed until the scheduled stop time to complete an exam. You will not be allowed to make up missed time. If you are at the DRC by the scheduled exam time and are unable to start the exam on time due to circumstances beyond you responsibilities (i.e. DRC has not been able to obtain the exam on time, etc.), then you will still be allowed the full test time from the time you begin the exam.

**The DRC office closes promptly at 6:00 p.m. All tests must be completed by 6:00 p.m. If you have not completed the exam, it will be taken up and returned to your instructor. Please plan accordingly and give yourself sufficient time.

RESTRICTIONS
Students should not leave the testing room to smoke, take a break, make phone calls, use the restroom, etc. (unless it is allowed for by an accommodation due to the impact of your disability). Every effort should be made to remain in the testing room throughout the duration of the exam. You may take approved snacks and/or drinks with you to the testing room. If testing in a room with a computer, please use care with beverages. Also, feel free to move around in the testing room if necessary.
COMPUTERS & OTHER ELECTRONICS
If a computer is an appropriate accommodation, students may not use their own computer. A computer will be available for use in the testing room. Internet will be disabled on the computer unless it is necessary to complete the exam, and all computer activities will be monitored via remote computer access. All other electronic devices including cell phones, iPods, iPads, etc. are prohibited from the testing room.

CHEATING
Students will be closely monitored during the duration of their exam. If you are caught cheating, the exam will be collected immediately, the instructor will be notified and you will meet with the DRC Director to discuss consequences related to services. Cheating may result in a hearing with the UTC Honor Court.

EXCEPTIONS
Exceptions or modifications to these guidelines may be based on the impact of a student’s disability and will be at the discretion of the Access Coordinator and DRC Director. Any modifications to the time of the exam or materials used during the exam will be discussed with the professor.