

Everything You Need To Know About Test Taking At The DRC

- **Exam room booking (proctored exam request):** log in to Accommodate (<https://utc-accommodate.symplicity.com/>) to book your exam(s) **at least 3 BUSINESS days prior to the exam's scheduled date (business days do not include weekends).**
- **You will only be able to book an exam room if you have exam accommodations.** If you have exam accommodations, you should see a tab on your account page for "Testing Room" where you will be able to submit your requests.
 - **If all of your tests are on your syllabus,** you may fill out all of the test dates up front. You will need to submit a new form for each exam.
 - **If you do not know the dates of your exams,** book your exam room as soon as you find out when a test is scheduled for each individual exam.
 - **Exams must be schedule at the same time your class takes them.** Any alteration to the time you take your exam can be added and explained in the note field of the form. *See below about rescheduling exams.*

In case of extenuating circumstances where a proctored exam request does not get submitted on time, STUDENT must email drctesting@utc.edu to make the request.

- **Rescheduling Exams:** If you've already scheduled an exam that needs to be rescheduled, you will find the option to reschedule your exam under the Testing Room tab, and on the right side of the page where you can view your requests. **Faculty will be notified of any schedule changes, and will have the opportunity to deny the change if necessary (see below).**
- **Rescheduling for Personal Reasons:** We cannot reschedule exams without your professor's permission. We must follow your professor's policies for rescheduling exams unless we are able to deem that the reason is because of the impact of your disability.
- **Final Exams:** Proctor forms for final exams must be turned in **at least 2 weeks prior to the FIRST DAY of finals.**
- **There is a place to indicate if the exam you're scheduling is a final exam, which will change the options for scheduling to accommodate our final exam schedule below.**
 - In order to accommodate time and a half without schedule conflicts during finals, the DRC has imposed the following schedule that students should follow:

If your class takes the exam at:	You take the exam at the DRC at:
8:00am	8:00am
10:30am	11:00am
1:00pm <i>or</i> 3:30pm	2:00pm

If you have a scheduling conflict with two exams in the same afternoon at 1:00 and 3:30, please work out with your professors which one you can reschedule, and take it during an earlier hour.

- **Other Important Testing Rules:**
- Unless otherwise specified, please come to Frist 102 at the time of your exam to check in and be shown to your room.
 - **Absolutely no cell phones on you during your exam.** Cell phones should be turned off or silenced, and put away in your bag, or the Access Coordinator can hold onto it for you.
 - **Cell phones found in an exam room for ANY reason will result in the termination of your exam and a report will be sent to your faculty.**
 - **Only approved items will be allowed in the exam room with you.** Snacks and drink are allowed if approved by an exam coordinator.
 - Unless otherwise specified by your professor, students are responsible for bringing Scantrons/bluebooks.

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- All materials used during your exam will be included in the envelope for delivery to your faculty, or noted in an email to your faculty if unable to include. Copies of any note sheets can be provided if you'd like to keep them.