STUDENT TEST POLICIES

Proctored Exam Booking

Students must schedule exams by the end of the work day (**3**) business days before the scheduled exam. The final examination period requires booking at least (**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.

It will not be possible to schedule an exam room after 3 business days prior to the date of the exam. Students who have not scheduled their exam on time will have to email drctesting@utc.edu to make their request.

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. Any student caught with a cell phone in the room for any reason will have their test taken up and returned to the professor (this is a ZERO TOLRANCE policy). 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 you will be considered late for your exam once you return prepared.

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. The following are time calculations based on time and a half accommodations:
MWF class- 50 minute class – maximum 1 hour 15 minutes for the exam
TT- 1hour 15 minute class – maximum 1 hour 53 minutes for the exam

Exams can only be scheduled at the regular class time. If you have a schedule conflict with receiving your extended time that will cause you to miss another class, you can write in the Student Notes section of the exam room booking form to indicate that. Include what time you would like to start your exam so that you do not have a conflict. If you do not have a class before the class your exam is in, you can start your exam earlier (applying your extended time to the beginning of the exam instead of the end). If starting early is not possible, any time changes that do not overlap with your class time must be approved by your professor. ***Note**: Classes after 5 p.m., the exam will need to be rescheduled either prior to class or the following day, whichever your professor prefers.

Time allowed for an exam begins at the time you scheduled your exam. 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. All computer activities will be monitored via remote desktop 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.