DISABILITY RESOURCE CENTER

Faculty Guide:
DRC ONLINE SERVICE
TEST ACCOMMODATIONS

TEST ACCOMMODATIONS: Process Overview

1

NOTIFICATION OF ACCOMMODATIONS

Each quarter, Instructor receives a Notification of Accommodations.

This notification informs you that a student in your class is approved to use test accommodations.

2

TEST ADMINISTRATION AGREEMENT

Instructor determines if they'll provide the accommodation *or* if DRC proctoring services are needed.

If taking at DRC, Instructor completes the Test Administration Agreement.

3

SCHEDULED EXAM

If the student decides to use their accommodations for a specific exam, they schedule it using DRC Online Services.

Instructor receives email notification.

4

EXAM MATERIALS

Instructors provides exam:

[Upload to DRC Online Services, Email to drctesting@cpp.edu, or Deliver to DRC personally]

DRC facilitates return of the exam:

[Email or Instructor Pick-up]

Summer 2015 - IBM 301.E01 - PRINCIPLES OF MARKETING MANAGEMENT (CRN: 52794)

████████ is registered with the Disability Resource Center and has been approved for the accommodations listed below.

An accommodation is a modification to the environment or the way an essential function is performed in order to allow an otherwise qualified person with a disability equitable access to course content and activities. The accommodation should not fundamentally alter or lower the academic standards of the course. Please contact our office if you have any questions or concerns.

Approved Accommodations:

1. **Test Accommodations**
   - ○ *Environment: (LDF) Small Group*
     Quiet room with minimal visual or auditory distractions.
   - ○ *Extended Time: 1.5x*
     50% more time than allowed for the class for all exams and quizzes.

Test Administration Agreement

Before the student is able to request to take an exam in the DRC, the Instructor is required to complete the T[...]
Agreement by using the following link: https://cascade.accessiblelearning.com/CPP/ContractInstructor.aspx[...]
ID=396&CID=80439&Key=w7KnR71x. This will enable DRC to administer the exam per the Instructor's sp[...]

Important Notice: The information in this letter is strictly confidential!

Thank You,

Disability Resource Center
California State Polytechnic University, Pomona
Bldg. 9, Rm. 103
Phone: (909) 869-3333

The week before classes, DRC will email you a NOTIFICATION OF ACCOMMODATIONS.

This notification will list all the approved accommodations the student requested to use in your class.

The *Notification of Accommodations* email includes the
TEST ADMINISTRATION AGREEMENT.

This agreement must be completed before the
student's exam can be scheduled.

Test Administration Agreement

Instructors: Please complete the **Test Administration Agreement**:
https://cascade.accessiblelearning.com/CPP/ContractInstructor.aspx?ID=6035&CID=106307&Key=sN6oiohz
so that DRC can administer the exams per your specifications.

Please note: If not completed, DRC will complete on your behalf so the student request can be processed.
Please send updated administration details via email (drctesting@cpp.edu).

ALTERNATIVE TESTING - ALTERNATIVE TESTING AGREEMENT BY INSTRUCTOR

Class: SCI 101.001 - Science And Mathematics: Freshman Experience I   (CRN: 72570)

Review the FACULTY/STAFF INSTRUCTION section.

If you want DRC to administer the exam, complete the Agreement by providing the information requested.

If you do *not* want to use DRC proctoring services, check, 'I Will Proctor My Own Exam'.

[AG]REEMENT DESCRIPTION

...Fa16

...ment (TAA) is used by DRC
...ehalf of the Instructor.

FACULTY / STAFF INSTRUCTION

If you prefer DRC to administer exams on your behalf, please provide the information requested below. The DRC student will <u>not</u> be able to schedule exams until the TAA has been completed.

- If you do not know the specifics for each exam, indicate "instructions to be provided with exam materials" in the Comment section under the question. Indicate N/A for subsequent questions.

- If there are any changes to the information provided, contact DRC prior to the exam date.

- The TAA will be applied to all students in your class. Contact DRC if you have any questions or concerns.
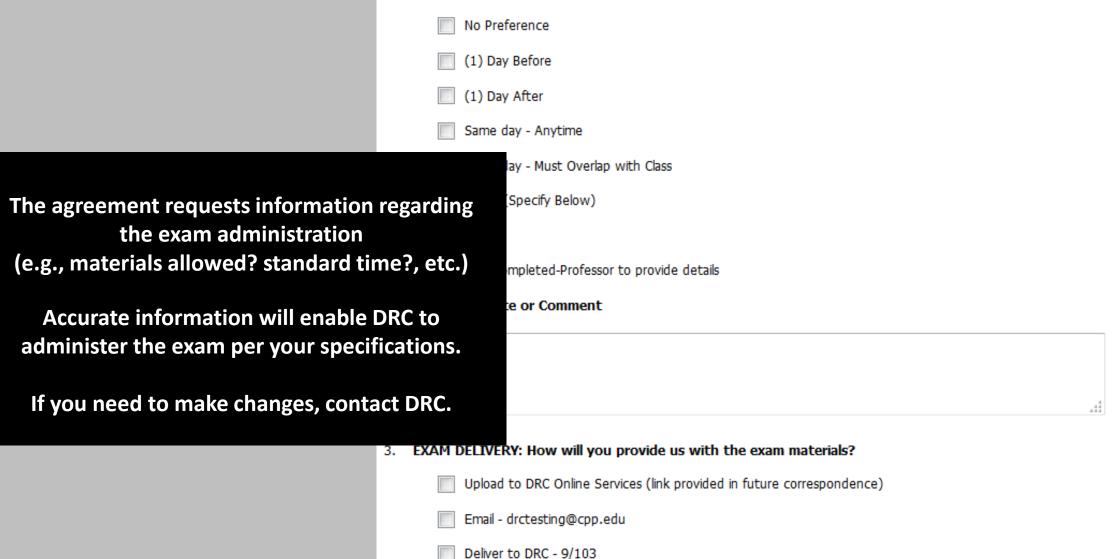
If you have decided to administer the exam and provide the DRC student's test accommodations personally, you do not need to complete this Test Administration Agreement. The student will work with you directly to coordinate the arrangements.

☐ I Will Proctor My Own Exams   **Confirm to Proctor My Own Exams**

2. **ALTERNATE TEST DATE:** If the student must take the exam at an alternate time (overlap with another class or outside DRC hours), when would you like the student to schedule the exam?

☐ No Preference

☐ (1) Day Before

☐ (1) Day After

☐ Same day - Anytime

☐ ...ay - Must Overlap with Class

☐ ...(Specify Below)

☐ ...mpleted-Professor to provide details

...te or Comment

The agreement requests information regarding the exam administration
(e.g., materials allowed? standard time?, etc.)

Accurate information will enable DRC to administer the exam per your specifications.

If you need to make changes, contact DRC.

3. **EXAM DELIVERY: How will you provide us with the exam materials?**

☐ Upload to DRC Online Services (link provided in future correspondence)

☐ Email - drctesting@cpp.edu

☐ Deliver to DRC - 9/103

The Test Administration Agreement must be completed before the student's request can be confirmed.

As needed, DRC will complete the Agreement on the Instructor's behalf.

Instructors are asked to provide the correct information prior to the exam date.

Alternative Testing Agreement

1. **IMPORTANT! Indicate if your answers to the following questions apply to al[...] provide specific details when submitting each exam.**

   ○ Apply to all exams (quizzes, exams, Final)

   ○ Professor to email specific details when submitting exam materials *(Select N/A for remaining questions)*

   ○ Other (Specify Below)

   ◉ DRC Completed-Professor to provide details

Additional Note or Comment

DRC completed this Testing Agreement form on behalf of the Instructor so that DRC could administer quizzes/exams to the student. The Professor can email drctesting@cpp.edu or call x3333 with correct responses to the questions and DRC will update the form. Thank you!

This email serves to inform you that the DRC student listed below has scheduled an exam. DRC will administer the exam per the instructions on the <u>Test Administration Agreement</u>. Please contact our office (<u>drctesting@cpp.edu</u>) if you would like to make any changes to the agreement.

Thanks!

Status: **Approved**

Student: **Student Bronco**

Class: **DRC 101.01 – Test Class**

Exam Type: **Exam**

Date: **Tuesday, November 15, 2016**

Time: **11:30 AM**

Accommodation Requested:

- Calculator (4-Function)
- Environment: (RD) Reduced Distraction
- Extended Time: 1.5x

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam: <u>https://cascade.accessiblelearning.com/CPP/ExamFile.aspx?</u> <u>ID=E16121450462687&Key=qXjqlSJI</u>

If the student opts to use their test accommodations for an exam, they schedule it using DRC Online Services.

You will receive an email indicating the exam day and time. Please contact DRC if you have any questions or concerns.

This email will also include a link to upload the exam to DRC Online Services.

Instructors have 3 options to provide the exam materials:
1. **Upload to DRC Online Services**
2. **Email to drctesting@cpp.edu**
3. **Deliver to DRC (9/103)**

Instructors are asked to provide the materials at least one day prior to the exam date. This will ensure the proper administration of the exam.

DRC offers the following 2 options for completed exam return:
1. **Email to Instructor**
2. **Instructor pick-up**

NON-STANDARD EXAMS

For our complete Test Accommodation guidelines, please visit our **[Policies and Procedures Manual](#)**

Pop Quizzes

Pop quizzes can be scheduled with DRC. If the student is informed by the instructor to expect pop quizzes in their class, the student should send an email to drctesting@cpp.edu. DRC will contact the instructor to find out specifics about the quiz administration. After consultation with the instructor, the student will be contacted by DRC to provide appropriate test accommodation modifications.

Blackboard Exams

For non-proctored online exams, students are not required to take their exams in DRC in order to access their extended time. The instructor, as the exam administrator within Bb, is responsible for adjusting the time for the DRC student. The student may coordinate directly with the instructor to request access to their approved time extension or may request assistance from DRC.

FINALS EXAMS

So that we are able to meet the increasing demand for our exam proctoring services, students taking their Finals DRC are required to start at either 7:30am, 11:30am, or 3:30pm.

Students use the following table to determine their appropriate start time:

CLASS Final Start Time	DRC Final Start Time
7:00am	7:30am
9:10am	7:30am
11:30am	11:30am
1:40pm	11:30am
3:50pm	3:30pm
6:00pm	3:30pm
8:10pm	3:30pm

Please be assured that maintaining the exam integrity is <u>one of our very high priorities</u>. To address this, the student's DRC Final overlaps with the class' whenever possible. Additionally, we utilize video surveillance and live proctors. Students must store their backpacks, cellphones, and other unauthorized materials in lockers while testing.

For complete information regarding our Academic Integrity Policy, please visit our <u>Policies and Procedures Manual</u>.

If you have any questions, please contact our office. We're here to help!

Phone: (909) 869-3333

Email: drctesting@cpp.edu

Website: http://cpp.edu/drc