DISABILITY RESOURCE CENTER

Faculty Guide:
DRC ONLINE SERVICE TEST ACCOMMODATIONS
Email to drctesting@calpoly.edu, or deliver: DRC, bldg. 124-119
Instructors can pick-up their exams at the DRC, or the DRC can return the exam to the instructor’s department office.

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:
   Email to drctesting@calpoly.edu, or deliver: DRC, bldg. 124-119
   Instructors can pick-up their exams at the DRC, or the DRC can return the exam to the instructor’s department office.
Per each student’s request, the 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 approved. Only one agreement needs to be filled out per lecture section (the agreement will be used for all students of the DRC).

Test Administration Agreement

Instructors: Please complete the Test Administration Agreement: https://cascade.accessiblelearning.com/CPP/ContractInstructor.aspx?ID=6035&CID=106307&Key=sN6oiolh 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 drc-testing@calpoly.edu
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’.
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 – drc-testing@calpoly.edu
   - Deliver to DRC (bldg. 124, rm. 119)
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@calpoly.edu or call x66087 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 Test Administration Agreement. Please contact our office (drc-testing@calpoly.edu) if you would like to make any changes to the agreement.

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. Link to upload exam: https://cascade.accessiblelearning.ldkflh.jhlh.hlhlhkhlhjljhl;
Instructors have 3 options to provide the exam materials:

1. Upload to DRC Online Services
   Instructors will receive a reminder to provide their exam several days prior to the exam. In that email, there will be an upload link.
2. Email to drctesting@calpoly.edu
3. Deliver to DRC (124-119)
   Instructors are asked to provide the materials by 2PM the business day prior to the exam date. This will ensure the proper administration of the exam.

DRC offers the following 3 options for completed exam return:

1. Instructor pick-up
2. DRC returns to instructor’s department office (usually the business day following the exam date)
3. Student returns
Pop Quizzes

Please see attachment for ways to accommodate for pop quizzes. If the quiz needs to be taken at the DRC, the student should notify their DRC access specialist ASAP. 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 receive appropriate test accommodation modifications.

PolyLearn Exams

For non-proctored online exams, students are not required to take their exams at the DRC in order to access their extended time. The instructor, as the exam administrator within PolyLearn, 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.
If you have any questions, please contact our office. We’re here to help!

Phone: 805-756-6087
Email: drctesting@calpoly.edu
Website: https://drc.calpoly.edu/content/services/test_accommodations

Special thanks to Cal Poly Pomona’s Disability Resource Center, for sharing these instructions.