



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:

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.

NOTIFICATION OF ACCOMMODATIONS [1/2]

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 Test Administration 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 request.

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

Thank You,

Disability Resource Center

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.

NOTIFICATION OF ACCOMMODATIONS [2/2]

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

This agreement *must* be completed before the student's exam can be scheduled. Only one agreement needs to be completed per lecture section (the agreement will be used for ALL students of the DRC in that section). The agreement can be copied over to other lecture sections through the Faculty Module (see: <https://drc.calpoly.edu/drc-testing-information-faculty>)

Test Administration Agreement

Instructors: Please complete the **Test Administration Agreement**:

<https://cascade.accessiblelearning.com/PPP/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@calpoly.edu

TEST ADMINISTRATION AGREEMENT [1/3]

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.

Provide details on how you need your exam to be proctored.

ALTERNATIVE TESTING AGREEMENT DESCRIPTION

Fa16

ment (TAA) is used by DRC
behalf 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 not 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.

TEST ADMINISTRATION AGREEMENT [2/3]

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

☐ Same day - Must Overlap with Class

☐ Specify Below)

☐ Completed-Professor to provide details

☐ Note 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@calpoly.edu
- ☐ Deliver to DRC (bldg..124, rm. 119)

TEST ADMINISTRATION AGREEMENT [3/3]

Alternative Testing Agreement

1. **IMPORTANT!** Indicate if your answers to the following questions apply to all exams or 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@calpoly.edu or call x66087 with correct responses to the questions and DRC will update the form. Thank you!

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.



SCHEDULED EXAM [1/1]

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 (drctesting@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.ldkf.lh;lhlh.=lkjlh;lh;lhl;>

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.

EXAM MATERIALS [1/1]

Instructors have 4 options to provide the exam materials (exams need to be provided by 2PM the day prior):

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 (building 124, office 119)
Faculty can always bring the exam to our office or, if it's after 5PM, they can use our new drop box. It's located across the street from our office at the intersection of Cuesta Ave. and South Perimeter. It's a white mailbox near the stop sign. Pick up times are 7:30AM, 2:30PM and 7PM.
4. The professor can give the exam to the student at the beginning of class, in a sealed envelope, to bring to the DRC. Some professors prefer this option in order to provide instructions and clarify questions.

DRC offers the following 3 options for completed exam return:

1. Instructor pick-up
2. DRC returns to instructor's department office (within 48 hours of the exam date)
3. Student returns

NON-STANDARD EXAMS

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