

Alternative Testing Agreement

The Cal Poly Disability Resource Center (DRC) administers tests/quizzes to qualified students who have a verified disability and have been authorized for alternative testing by a DRC Access Specialist. This is a service provided by the DRC for the student and the instructor. The same standards of conduct for any testing environment apply when a test is administered by the DRC testing services office. Please Note:

Exams must be scheduled at least 5 business days in advance.

If you miss the “5-day in advance” window for scheduling an exam you will be required to submit a late request form. You will be notified if your late request is approved via email. Exam requests with less than 2 business days will not be approved.

If you are testing outside the timeframe as your class, please email your professor for approval, and CC drctesting@calpoly.edu

The use of cell phones, smart watches, smart glasses, or other technology is strictly prohibited in the testing room. Certain technological devices are allowed only if part of an approved accommodation (eg. Assistive Technology such as Read & Write), or if specified by the professor (eg. Laptop for Canvas exam). Personal scratch paper/note cards are prohibited unless approved by professor. The DRC testing center will provide scratch paper when requested.

Lockers are provided for your belongings that are not allowed in the testing center, but the DRC is not responsible or liable for personal property that is lost or stolen.

Please be on time, proctoring will end as indicated on the test form unless approved for extension by your professor.

You must sit in your assigned seat. No exceptions. If someone is in your assigned seat, please notify a proctor.

Please notify a proctor if you have a question for your professor

Exams are monitored via camera and/or room monitors

Students are responsible for ending their exam on time. Timers are located at the testing desks. Your professor will be notified if you go past your end time.

If you are experiencing distress or illness, please stop your exam and notify a proctor. They will contact a Testing Coordinator or Access Specialist to assist you.

If Cheating Is Suspected:

- 1.) An incident report will be written and sent to your professor
- 2.) You must stop the exam
- 3.) You may be reported to the OSRR (Office of Students Rights and Responsibilities) if multiple incidents occur

If a student fails to follow the Alternative Testing Policy they will be notified in writing that they are in violation and may be invited to discuss the issue with the DRC Director.

By signing this you are acknowledging receipt of the Alternative Testing Expectations