Alternate Testing Review Procedures for Faculty

The following are instructions for faculty to review and approve requests for testing accommodations by students who the Disability Resource Center has determined are qualified and eligible for reasonable accommodations.

1. Log into My Cal Poly Portal
2. Locate “Notifications” on the main page and check for any “Student Exam Requests.” Click on this link to view, approve, deny, or modify exam requests.

3. The link above will take you to the screen, shown below, at https://eforms.calpoly.edu. Select “Student Exam Request” of the left hand side of the page.

4. Click on a “Student Exam Request” to view, approve, deny or modify exam requests.
5. The “Student Exam Request” link will take you to the page shown below.
Student Exam Request

Student Information

Student's Full Name: [Redacted]
Access Specialist: Vanessa Rodriguez
Course: PHYS 122
Extended Time:
- 1x
- 1.5x
- 2x

Student's Phone Number: [Redacted]
Specialist's Phone: 605/745-4425
Section: 12
Setting:
- Distraction reduced
- Alone

Student's username: [Redacted]
Specialist's Email: vdoom01@calpoly.edu
Accommodations:
- Scribe
- Audio version/reader
- Electronic spell checker
- Enlarged print
- Braille
- Testing Breaks
- Standard computer
- Karavol
- Jaws
- Zoom Text
- Dragon Naturally Speaking

Comments

Requested Exam Date & Time

Final Exam
- Occurs during final exam hours.

Date & Time of exam: 12/5/2012, 12:15:00 p.m.
End Time: Wednesday January 25, 2012 4:30 p.m.

Amount of time class has to take exam: 170 (in minutes)
Total time with accommodations: 215.600

Instructor Approval

Approve: [Select]
Comments: [Redacted]

Phone #:
[Redacted]

Deadline to submit this form: Monday January 23, 2012 12:15 p.m.

Provide exam resources?
- No exam resources allowed.
6. Begin by reviewing:
   a. Student information, including the accommodations.
   b. Date and time of exam
      i. Faculty can modify time; however, time must be within DRC hours of operation (Monday-Thursday 8 am-5 pm and Friday 8 am-4:30 pm). Please coordinate time changes with the student.

7. Verify the “Amount of time class has to take exam” that was automatically tabulated by the system or modified by the student.
8. In the “Instructor Approval” section, begin by selecting Yes, No, or With modifications in the Approval drop down menu.

9. Add your phone number (preferably a cell phone number).
   a. Please note: This number is the number DRC staff will call in the event that a student has a question, there is a problem with the exam, DRC staff has a question regarding administering the exam, etc.

10. Select whether students are allowed additional materials on their exam.
    a. Please note: Detail is important. For example, if a student is allowed a “formula sheet” please specify whether one, two, or three sheets are allowed and whether these are allowed to be double-sided or single-sided.
11. Complete the test request form by completing exam delivery methods, department office location, and department phone number.

- **Exam Delivery**

  **To Test Site**
  - Email to dictesting@calpoly.edu
  - Fax: 766-6461
  - Instructor brings to DRC
  - Student brings exam to test site
  - DRC picks up from department office
  *Test needs to be available at least one day prior to exam*

  **Back to Instructor**
  - Instructor picks up at DRC
  - Student returns to Instructor
  - DRC returns to department office

<table>
<thead>
<tr>
<th>Department Building #</th>
<th>Department Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>124</td>
<td>119</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>805-756-0067</td>
</tr>
</tbody>
</table>

**Pickup & Delivery Comments**

:(
12. After the form has been completed, click the “Review” button at the bottom right hand side of the screen.
13. Review the exam information prior to sending the completed form to the DRC.
   a. If there are any changes to be made, press the “Edit” button on the bottom right hand side of the screen.
14. Click “Send” at the bottom of the screen if all information is correct.
   a. Once you have pressed “Send,” no other changes can be made to the exam request unless the DRC is contacted either by phone at 756-1395 or by email at drctesting@calpoly.edu.
15. To return to the “Workflow Dashboard” in https://eforms.calpoly.edu click “Return to the Workflow Dashboard.”
   a. The “Workflow Dashboard” is where you find the list of all exam requests by your students this quarter. This is where you may view exam requests at any time.

16. To review the newly completed exam request, select “Review Form.”
17. To download a printable version of the newly completed exam request, select “Download PDF.”
18. To exit https://eforms.calpoly.edu, select “Logout of Workflow.”