

# FACULTY & STUDENT TEST ACCOMMODATIONS REGULATIONS 2009-2010

Eligibility for test accommodation services is determined by the Disability Resource Center Coordinators, Associate Director, or the Director, and is based in part on the professional documentation provided by the student. Test Accommodations are provided only in courses where disability-related educational limitation(s) indicate need. Test accommodations must be requested each semester.

## Student Checklist

- Attend first day of class for all registered courses.
- Obtain syllabus (Green Sheet) for each course.
- Meet with a DRC counselor to request accommodations: *Bring printed copies of ALL syllabi (Green Sheets) with you, including course syllabi available online. Accommodations will not be prescribed without Green Sheets.*
  - **Returning Students:** Schedule an appointment with a DRC counselor OR attend the DROP-IN hours. DROP-IN hours are available in the DRC office and posted online at [www.drc.sjsu.edu](http://www.drc.sjsu.edu). Arrive early; a waiting period of up to two hours could be expected.
- Read the following important sections to familiarize yourself with:
  - Test Accommodation Forms
  - Testing Regulations
  - Student Conduct Code

## TEST ACCOMMODATION FORMS

Upon approval, a Test Accommodation Form will be electronically signed and embossed for each class requested. **The Test Accommodation Form is a single sheet. Students will receive a Test Accommodation Form for each test. All Test Accommodation Forms submitted to the DRC require an original signature from the professor.** Syllabi (Green Sheets) will be reviewed for the number of exams for the semester, this includes: quizzes, midterms, finals, in class essays, and online exams. Should additional accommodation forms be required, the student must request the Test Accommodation Form from the DRC.

Accommodation Forms have five sections:

- Section 1: DRC counselor fills in student and course information.
- Section 2 (Part 1): DRC prescribed accommodations based on disability-related educational limitation within the context of each specific course.

- Section 3 (Part 2): **Faculty** approves additional exam aids, if appropriate. **Faculty** indicates the method by which the exam will be delivered to the DRC and the method by which the exam will be returned to the faculty.
- Section 4 (see reverse side): Detailed description of purpose and use of Test Accommodation Form.
- Section 5 (see reverse side): DRC office use only.

## STUDENT RESPONSIBILITY

- Meet with professors as soon as possible (preferably during their office hours or by appointment) to discuss test accommodations.
- Present Test Accommodation Form to professor at least five school days prior to the actual exam date.\*
- Before you have your professor sign Part II of the form, the date and time you will be taking the exam **MUST** be filled in (*Testing hours available at [www.drc.sjsu.edu](http://www.drc.sjsu.edu)*).
- Return the signed Test Accommodation Form to DRC.  
**Do not** have your professor return the Form for you.

## FACULTY RESPONSIBILITY

- Agree to a confidential meeting with student to discuss test accommodations.
- Sign Test Accommodation Form presented by student at least five school days prior to the actual exam date.\*
- Before you sign Part II of the form verify that you agree with the date and time the student has requested (*Testing hours available at [www.drc.sjsu.edu](http://www.drc.sjsu.edu)*).
- Student is responsible for returning the signed Test Accommodation Form to DRC.

*\* If the accommodation is not requested in a timely manner, and the form is not signed in a timely manner, the professor and the DRC are not responsible to accommodate the exam.*

*\* Test Accommodation Hold Form will be issued on a case-by-case basis; please see a DRC counselor to determine the need of Test Accommodation Hold Forms.*

## TESTING REGULATIONS

1. Administration of exams are as follow:

- **Fall:** Exams are administered *only* Monday through Thursday; available testing hours are posted on our website at [www.drc.sjsu.edu](http://www.drc.sjsu.edu). Test Accommodation Forms must be received 5 business days prior to each exam. All exams are administered in Industrial Studies (IS) 223 *unless otherwise arranged*.

	Monday	Tuesday	Wednesday	Thursday	Friday
Testing Hours	8 AM – 12 PM	1 – 8 PM	2 – 8 PM	8 AM – 4 PM	
Reading/Scribing		4-8PM	5:30 PM – 8 PM	8 – 11 AM	

2. Students are expected to arrive on time; PUNCTUALITY is essential! Deviation from the schedule may cause disruption to other students using accommodations. Instructors would not allow late arrivals for an exam or quiz in class; the same courtesy applies to DRC Testing. DRC schedules proctors and exams based on need, no shows and late arrivals upset this process.

Student's exam time begins promptly as scheduled. If the student has not arrived at the testing location within 30 minutes of the scheduled time (according to the clock in the testing location) he/she may no longer be able to test on that day, to protect the integrity of the test. If it is determined that the student needs to reschedule, it is then the student's responsibility to talk with their instructor to reschedule the exam. Make-up exams follow the policy as indicated on the individual course syllabus.

Faculty have two options to reschedule exams:

- a. Contact DRC in person, by phone, memo, or email to request a make-up exam. Once the request is received, it may take between 3-5 days to schedule exams requiring extended time only. Exams requiring additional accommodations such as: a reader, scribe, private room and/or other individualized prescriptions may be delayed in scheduling until the required accommodation support can be secured. Students should verify date and time with DRC.

OR

- b. Contact University Testing & Evaluation Department to schedule a make-up exam only requiring extended time and/or a computer.
3. Students must notify the DRC if they will be more than 15 minutes late for an exam. Continual tardiness will be documented in the students' DRC file and dealt with case-by-case.

4. Rescheduling an exam is only done with the professor's approval. The professor may contact the DRC by phone for a verbal approval, memo, or email.
5. Students needing to change or cancel an exam due to illness or an emergency, contact the Academic Accommodations Coordinator at (408) 924-5942 as soon as possible. Students will also need to notify the professor to negotiate an alternate time to take the exam.
6. Students will receive the full allotted time if the professor is late dropping off the exam or if the DRC is late in obtaining the exam. Depending on the amount of time lapsed, students may need to reschedule the exam.
7. Students will NOT be permitted to make use of any aids (i.e., open notes, calculator, formula sheets, etc.) should the professor neglect to fill out Part II of the Test Accommodation Form. Student may choose to reschedule the exam.
8. In case of an emergency all exams in progress will be stopped. After the building receives clearance, exams will resume. However, depending on the amount time lapsed, students may have to reschedule.

## FINAL EXAMS

- Accommodation Forms must be submitted no later than the **date indicated** on the Test Accommodation Form (approximately one month prior to finals).
- Students submitting late Test Accommodation Forms will be placed on a “Wait List.” Students on the “Wait List” will be scheduled on the first available date and time; the DRC cannot guarantee the date and time originally requested.
- Finals schedule will be posted one week prior to the first day of finals. A “hot” link will be posted on the DRC website at [www.drc.sjsu.edu](http://www.drc.sjsu.edu).
- Final exam are administered in various locations please visit the website for exact test location.
- DRC does not provide accommodations on “MAKE UP” day.

## POP QUIZ

- Pop quizzes will be administered based on space availability during the scheduled testing hours. Testing hours are available at [www.drc.sjsu.edu](http://www.drc.sjsu.edu). Due to limited testing hours and space, pop quizzes may be rescheduled to the next available date and time supporting the prescribed accommodation(s).

*Other options:* 1) Faculty may be able to provide the prescribed accommodations and/or enlist the help of his/her department. 2) For accommodations requiring extended time and/or a computer only, the University’s Testing and Evaluations Department (T&E) may be able to meet the specific times needed. Please contact T&E directly at 408.924.5980 to make testing arrangements.

### Steps to follow for pop quizzes:

#### #1: Deliver/Return Pop quiz

Please deliver all pop quiz exams to DRC by 9AM on quiz day (*24 hour notice preferred*). The following information should be provided for each quiz:

1. Student Name and/or student ID
2. Course Number
3. Standard time allowed
4. Date & Time of quiz
5. Any aids allowed.
6. Return method preferred

#### # 2: Notify class of pop quiz

When the announcement is made that a pop quiz will be administered, the student(s) registered with DRC will leave class to complete the quiz in the DRC Testing Suite, IS 223. DRC will return the completed quiz based on the method of return indicated by the faculty when the pop quiz was delivered to DRC.

### **STUDENTS – INSTRUCTIONS FOR THE DAY OF EXAM:**

- *MUST* have a university issued tower card ID. ID will be held by DRC staff for the duration of the exam.
- Proctors will assign students to specific seats.
- The use of books, rulers, compasses, calculator, dictionaries, notes, and/or highlighter etc. are prohibited during exam; unless otherwise written on the Accommodation Form. While taking the exam, the students should have nothing on their desks except the test, essay booklet, answer sheets, and pen/pencils.

*Gather yourself and belongings prior to entering the exam room. There are others testing and noise and distraction need to be kept to a minimum. For example: if your exam only allows the use of a calculator, walk into the exam room holding an ID, a pen/pencil and a calculator. Everything else should be packed and ready to be placed in an assigned locker.*

- Smoking, eating, and drinking are not permitted in the testing room; unless approved by the Accommodation Form.
- Breaks for smoking or feeding the meters are not permitted.
- All electronic and/or recording devices are to be turned off and put away. This includes *cell phones*, alarm clocks, personal digital assistants, pager, hand held computers, and ipods/mp3 players.

*Be prepared to leave all personal belongings in an assigned locker: purses, bookbags, laptops, hats/caps, jackets/sweaters, coffee mugs, cell phones, and any other items the proctor deems inappropriate for the exam. If you do not want to part with such items then please do not bring them.*

- DRC proctors will collect all testing materials prior to dismissal: exam, essay booklets, scantrons, and/or scratch paper.
- Know the location of your exam site in advance. Be advised during finals, the exam locations will change.
- Arrive to your scheduled exam on time.

## **STUDENT CONDUCT CODE**

The following behavior is subject to disciplinary sanctions, including suspension of DRC test taking services.

1. Dishonesty, including:
  - a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - b. Furnishing false information to a University official, faculty member, or campus office.
  - c. Forgery, alteration, or misuse of a University document, key, or identification instrument.
2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
5. (6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
6. (7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
7. (11) Theft of property or services from the University community, or misappropriation of University resources.
8. (12) Unauthorized destruction, or damage to University property or other property in the University community.

9. (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
10. (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
11. (15) Misuse of computer facilities or resources, including:
  - a. Unauthorized entry into a file, for any purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another's identification or password.
  - d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
  - e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - f. Use of computing facilities and resources to interfere with normal University operations.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Violation of a campus computer use policy.
12. (16) Violation of any published University policy, rule, regulation or presidential order.
13. (17) Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.

THE DRC RESERVES THE RIGHT TO EXAMINE ANY AND ALL MATERIALS BROUGHT INTO THE TESTING ROOM.

*STUDENTS ARE EXPECTED TO UPHOLD THE INTEGRITY OF THE EXAMINATION PROCESS AND ARE SUBJECT TO PROCEDURES FOR ACADEMIC AND ADMINISTRATIVE SANCTIONS AS OUTLINED IN SECTION 4.0 OF THE ACADEMIC INTERGRITY POLICY.*

*STUDENTS ARE EXPECTED TO UNDERSTAND AND FOLLOW THE ABOVE GUIDELINES. STUDENTS WHO VIOLATE THESE GUIDELINES MAY HAVE SERVICES SUSPENDED AND FORMAL DISCIPLINARY ACTION BROUGHT AGAINST THEM.*

**For more information visit:**

Office of Student Conduct & Ethical Development  
[http://www.sa.sjsu.edu/judicial\\_affairs/index.html](http://www.sa.sjsu.edu/judicial_affairs/index.html)

Title 5 Student Conduct Code  
[http://www.sa.sjsu.edu/download/judicial\\_affairs/Student\\_Conduct\\_Code.pdf](http://www.sa.sjsu.edu/download/judicial_affairs/Student_Conduct_Code.pdf)