Testing Center Policies and Procedures

Policies

- The Testing Center does not administer Placement or Competency tests. The DRC will provide a reader or writer for Placement and/or Competency tests to students who are registered in the Disability Resource Center and have the authorization of a DRC Counselor to have a reader or writer on said tests.

- Students are required to take the test on the same day as the rest of the class, unless other arrangements are made with their instructor.

- Exams must be completed in one sitting unless the instructor states otherwise.

- The student is responsible for contacting the instructor to arrange for the test to be sent to the office.

- Test proctoring can be provided for a student whose absence on the regular testing day was disability related.

- All testing materials, scratch paper, etc. must be turned in to the Testing Center when the exam is completed.

- Three failures to notify the office of cancellation may result in suspension of this service.

- Students are to abide by the testing conditions specified by their instructor and the DRC staff on the Testing Accommodations Form.

- All testing irregularities will be reported to the instructor for whom the exam is being proctored. “Testing irregularity” is defined as:
  1. Any deviation from the specified testing conditions
  2. A student having a test in his/her possession for an extended period of time prior to beginning the exam
  3. Any other potentially objectionable circumstance

Procedures

Here at the DRC Testing Center, we strive to serve both students and faculty to the best of our ability. In an effort to assist you in working with our office and our students, here is an updated list of our procedures:

1. Students must request an updated copy of their Authorized Accommodations Form in the DRC Office, and present it to their instructors. This is to notify instructors that the student qualifies for testing services within our department.

2. Students must then, sign up for testing with the DRC Testing Center and inform us of which classes they wish to receive services for.

3. The instructors will receive via email, a “Request for Test Assistance” Form. The form is to be completed with the testing conditions that the class is normally allowed. Students may not use testing facilities until this form is completed. This form is to be returned to the DRC Testing Center and will be kept on file for future exams.

4. It is solely the student’s responsibility to schedule a testing appointment (at least 48 hours in advance) with the testing center.

   *If we have not received the exam by the afternoon before the scheduled test time, I will try to send a courtesy reminder to the instructor(s).

5. Instructors may deliver the exam(s) to the DRC Mailbox, the DRC Testing Center (IM-107), or email it to myself at Christym@cos.edu.