

*Students who do not turn in Test Proctoring Forms at all will not be able to test in ODR.*

**Step 1: Student Information** (all of this section must be filled out first by the student)

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Course Information:**

(ex: Math 101-001, Fundamentals of Mathematics)

Course ID: \_\_\_\_\_

Course Name: \_\_\_\_\_

**Approved Accommodations on my AVL which I plan to use on this exam:** (check all that apply)

- Extended time (1.5x)
- Extended time (2.0x)
- Distraction Reduced Testing
- Breaks during exam (10min/hour testing)
- Use of Voice Recognition Software
- Reader (Exam in Kurzweil format)
- Human Reader (if not accessible with Kurzweil)
- Use of Microsoft Word
- Other: \_\_\_\_\_

**Step 2: Exam Information** (Fill in up to 3 test dates/start times, even if it is different than the time your class is testing)

	Test #1	Test #2	Test #3
Test Date			
Start Time			
Time Allowed (without accommodations)			

**After having your professor complete the bottom section of this form, you must turn in the completed form to the University City Campus Alternative Testing Location at least 5 business days (7 calendar days) in advance of the exam.** Students who do not turn in completed Test Proctoring Forms 5 business days in advance will not be guaranteed testing availability with ODR and should seek accommodations from their professor.

**Step 3: Professor Information** (Professor must fill out all of this section before student turns in the form)

Are the test date(s) and time(s) as well as the amount of time allowed (listed above) correct? Yes      No

If no, please explain: \_\_\_\_\_

What other materials are **all students** allowed to use during the exam? Please be as specific as possible. (For example: non-graphing calculator, course textbook, notes, etc): \_\_\_\_\_

Office Location	Email	Phone #:

**Main Campus Drop-off Options:**

Professors may drop off a copy of their exam in person to ODR at 3201 Arch Street, Suite 210 **OR** the exam may be emailed to [Testproctoring@drexel.edu](mailto:Testproctoring@drexel.edu). All exams must be turned in 24 hours in advance.

**Main Campus Exam Retrieval Options:** (Check one, if neither option is selected; default is in person pick up)

I or a representative will pick up the completed exam in person at ODR (3201 Arch St., Suite 210)

Email a scanned copy of the exam to me at the email listed above (original will be returned via campus mail).

*By signing below I agree that I have read this form in its entirety and that all information is complete and accurate. I give permission to the Office of Disability Resources (ODR) to proctor the exam.*

Professor Signature: \_\_\_\_\_

Professor Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

## Policy for Testing in an Alternative Testing Location:

Students must receive the Accommodation Verification Letter (AVL) from the Office of Disability Resources (ODR) for the current term and present the AVL to the professor at least 5 business days (7 calendar days) before receiving testing accommodations.

It is the responsibility of the professor and student to work together to accommodate a student's AVL. ODR provides the option for students to test in our Alternative Testing Centers as a courtesy to professors who are unable to proctor. However, if space is unavailable in ODR's Alternative Testing Center during the needed timeframe, professors and students must make other arrangements so that the student still receives the accommodations.

Students authorized through the Office of Disability Resources for testing accommodations have three exam options:

1. Take the exam with the class choosing not to use their testing accommodations
2. Take the exam with appropriate testing accommodations arranged by the professor
3. Take the exam with appropriate testing accommodations in an ODR Alternative Testing Center (hours of operation: 8:00AM-5:00PM, Monday through Friday).

## Procedures for Testing in an Alternative Testing Location:

Before an exam takes place in an alternative testing location:

*Scheduling the exam:*

**Students must return the Test Proctoring Form to the alternative testing location at least 5 business days (7 calendar days) in advance to be eligible to test in the Alternative Testing Center.**

ODR makes every effort to administer exams in the Alternative Testing Centers at the same time the class is testing. If the space is not available at the time requested or the student's allotted testing time with accommodations would exceed the testing center's hours of operation, the student will be offered the next time available (subject to professor approval).

*Confirming the exam time:*

When an exam date and time have been established on the Test Proctoring Form and the form has been signed by the professor, the proctor will send an email confirmation to the professor and student.

*Getting the exam to the Alternative Testing Center:*

Professors, TAs and other department officials have the option to deliver exams in person to the testing location indicated on the front of the proctoring form or to send exams via email to [Testproctoring@drexel.edu](mailto:Testproctoring@drexel.edu). Proctors will not retrieve exams and students are not to bring their own exams in hand.

If the student is to use a Blue Book, Scantron, or any other materials, please include them with the exam, as ODR does not provide these test materials. Professors must specify if scratch paper is not allowed.

During the scheduled exam in the alternative testing location:

If students are unclear about the exam instructions or conditions, they are asked to stop the exam and seek assistance from the proctor. The proctor will attempt to contact the professor at the email address and phone number provided if necessary.

Tardiness on exam day:

If a student arrives late (up to 30 minutes), the student will be allowed to test but not given any additional time. If a student is 15 to 30 minutes late, the professor will receive a notification of the tardiness with the exam. If a student is more than 30 minutes late, it is considered a "no-show" and the student will be responsible for communicating with the professor regarding any options to reschedule the exam.

After the exam has been completed:

When the student has finished testing, the exam (along with any scratch paper used) will be available for pick up in person at the testing center indicated on this form. If requested by the professor on the Test Proctoring Form, the exam can also be returned via email. Until that time, ODR staff will keep the exam and its contents secure.