



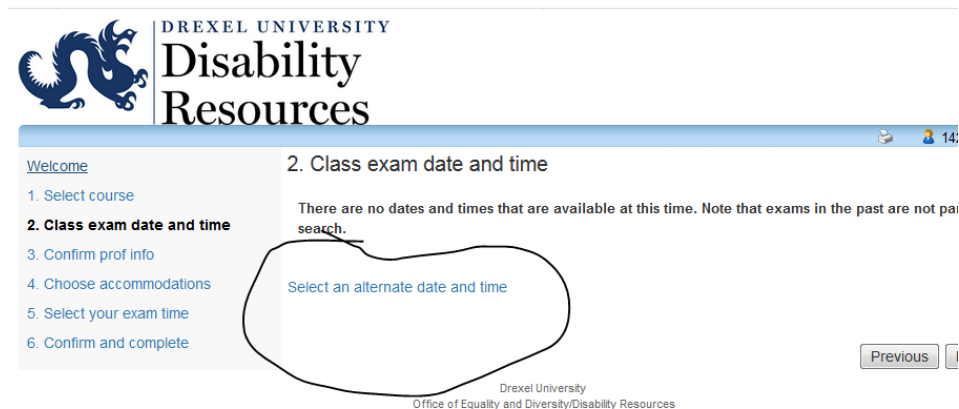
## Testing Services

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### How to schedule an exam/quiz with Disability Resources?

To schedule your exam/quiz to be proctored by Disability Resources, please do the following (all exams must be scheduled through the ClockWork portal – paper testproctoring forms are not accepted unless instructed by a DR staff member):

- Ensure that you have renewed your accommodations for the term. You may do this by contacting the office at 215.895.1401 and selecting option 2, or emailing [disability@drexel.edu](mailto:disability@drexel.edu) with your name and student ID number. ***If your courses are not renewed, you will receive an error message stating that you do not have any courses.***
- Log into ClockWork to schedule your exam at least 5 days prior to the exam date and time. Please see the [ClockWork Student Guide](#) on the Disabilities website for instructions for using ClockWork.
- Please remember: you will not be able to schedule exams for days and times that the testing center is closed. **No Saturday or Sunday exams.** If your exam time (with accommodations) goes past **5:00pm**, you will not be able to schedule your exam. Please work with your professor to take the exam at an earlier time and then schedule it for that approved time in ClockWork.
- When scheduling your exam, please schedule it for the duration (**without accommodations**) approved by your professor. ClockWork will automatically calculate your approved extended time, if applicable.
- When scheduling your exam in ClockWork, if you receive the below message please click on “select an alternate date and time” and enter the exam details manually.



### Things to remember when taking an exam/quiz with Disability Resources?

- Please select all the accommodations you would like to use on the day of testing when you schedule your exam.
  - If you arrive to the testing center and you have not previously selected an accommodation, we will accommodate you as best as possible.
- Food and beverages are not allowed when testing unless it is specified on your AVL.



# Disability Resources

- If you have exam “**Chunking of Exams**” as an accommodation, please confirm with the proctor when you arrive that you will or will not be using your chunking accommodation. [Please see “Chunking” handout on Disabilities website.](#)
- Students arriving more than 30 minutes late to take their exam will not be allowed to test at that time and will need to work with their professor to reschedule.
- Students arriving up to 30 minutes late will still be allowed to test; however, the time will still start from the original testing time and not from their arrival time.

## What to do when you arrive/leave your testing location.

- Upon arrival, please check in at the proctor desk and sign the sign-in/out sheet. **There may be assigned seating when taking your exam. If so, the proctor will give you your seat information when you check in.**
- Remove all mobile/electronic devices from your person and leave them at the designated spot (there are signs posted at every testing location).
  - Students who have an accommodation to have their electronic devices for **monitoring medical conditions only** will be allowed to keep their monitoring devices and no other device. (The proctors will be able to check your AVL to see if you have this accommodation.)
- Leave your backpacks/bags at the designated spot in the front of the room. (This applies to all testing locations)
- If you need to go to the restroom and/or you have “**Breaks during Testing**” as an accommodation, report to the proctor station and the proctor will sign you out and back in. Please remember that you must initial the time you left and the time you return.
  - “Breaks during Testing” allots you 10 minutes of break for each consecutive hour of testing. Students cannot take more than 10 consecutive break minutes within any hour of testing. [Please see “Breaks during Testing” handout on the Disabilities website.](#)
- At the end of your exam, please return your exam to the proctor desk and sign the sign-in/out sheet.