

Alternative Testing Process and Responsibilities

Student responsibilities:

- Meet with instructor at beginning of quarter to present VISA and Testing FAQ and to discuss testing accommodations.
- Submit test requests electronically through the “MyCalPoly” portal as soon as you know an exam is scheduled -- no less than seven full days (excluding holidays) prior to an exam. Late requests will not be accepted.
- Once you complete the request form, the instructor will receive an email notifying him/her of the request. S/he must then review and approve the request within two business days prior to the exam, otherwise it will be cancelled.
- Monitor your request via the portal, and verify the time, date, special circumstances, notes, etc. To ensure that requests are not cancelled, it may be necessary to remind faculty to approve your request(s).
- Be on time to take your test; proctoring will end as indicated on the test form.
- Bring your photo ID and all necessary and approved materials (Scantron, scratch paper, blue book, calculator, formula sheets, class notes).
- Have the instructor notify DRC immediately if there are any changes to the test request form.
- Remind your instructor of these arrangements a few days prior to exam.

DRC responsibilities:

- Provide Testing FAQ which the student delivers to instructor.
- Provide student orientation on test procedures and instructions.
- Arrange for proctors, space, and requested accommodations.
- Pick up and return test in a timely manner.
- Answer any questions and/or concerns of instructors regarding testing procedure.
- Regularly evaluate alternative testing services.

More specific information can be found on the web at:

www.drc.calpoly.edu/services/testing.html

DRC Staff and your Access Specialist are available to answer any additional questions.