



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
DIVISION OF STUDENT AFFAIRS

**Disability Resource Programs**

**Effective Date:** Office Use Only>

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**Procedure on Alternative Test Proctoring**

**Intent:** To provide students registered with Disability Resource Programs appropriate alternative testing services.

**Background:** CSU Coded Memo AA 2002-35; CSU Executive Order No. 926; Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, Americans with Disabilities Act of 1990 (ADA); the California Fair Employment and Housing Act (FEHA); Telecommunications Act of 1996; California Senate Bill 302; California Assembly Bill 2222; California Assembly Bill 422; CSUCI Policy FA.31.002 (Policy on Persons with Protected Disabilities).

**Accountability:** Vice President for Student Affairs, Director of Access, Orientation, and Transition, Associate Director of Access, Orientation, and Transition, and Disabilities Counselor

**Applicability:** Students enrolled full or part time at California State University Channel Islands (CSUCI) or programs administered through CSUCI Extended Education.

**Attachment(s):** None

**Procedure:**

1. All exams are placed in a white manila envelope and sealed, with a cover sheet stating: "Confidential Testing Materials Enclosed" (CTME).
2. All exams are kept in locked cabinets in the Educational Access Center (EAC) until 15 minutes before the scheduled exam time.
3. Exams are placed in a portable, plastic filing cabinet, in alphabetical order by last name of the student taking the exam.
4. Student will take the test at the EAC.
5. A DRP staff member will announce, five minutes prior to the exam time, that all backpacks, cell phones, iPods, and excess items are not permitted in the exam room.

*Please Note: Excess items are any items not specified as acceptable by the professor in the comments section at the bottom of the "Confidential Testing Materials Enclosed" form.*

Dependant upon location, the following procedures apply:

If the student is taking his/her exam in the **EAC**, items must be placed in an EAC locker.

If the student is taking his/her exam elsewhere in the **Bell Tower (BT)**, items must be placed in an EAC locker prior to leaving for the designated BT room.

- S** If the student is taking his/her exam in the **library**, items must be given to the library proctor upon arriving at the designated library room.

Two (2) DRP staff members will distribute exams to the correct students promptly at the designated exam time. Upon delivering the exam, DRP staff will:

- S* Locate the student's room location on the cover sheet.
- S* Tell student where he/she is going and walk him/her to the location within the EAC, or if there is another student in line immediately ask another staff member to walk him/her.
- S* If student has a location other than EAC, explain this to him/her and tell him/her to stand with the group bound for that location. Specified groups will stand near a sign for that location. *(Due to the influx of students during finals and midterms, not all students can test in the EAC.)*

#### **BELL TOWER PROCTOR**

1. All students taking exams in a private BT room must leave their backpacks and other excess items in an EAC locker prior to leaving for their designated BT room.
2. Walk student to designated room and inform him/her where you will be during the time of the test and that periodically you will be checking on him/her.
3. Have student remove all contents within white envelope.
4. Write exam's start time on the "Confidential Testing Materials Enclosed" form and take the envelope with you.
5. Vary the time lapses between checking on students so as not to appear routine and calculated, but do not allow more than 20 minutes to pass between observations.

#### **LIBRARY PROCTOR**

1. Proctor takes student's backpack and excess items to his/her location until student completes exam.
2. Have students remove all contents from white envelope.
3. Write exam start time on "Confidential Testing Materials Enclosed" form and take the envelope with you.
4. Vary the time lapses between checking on students so as not to appear routine and calculated, but do not allow more than 20 minutes to pass between observations.

#### **EAC PROCTOR**

1. All students taking exams in the EAC must leave their backpacks and other excess items in an EAC locker prior to sitting to take their exam.
2. Have student remove all contents from white envelope.
3. Write exam start time on "Confidential Testing Materials Enclosed" form and take the envelope with you.
4. Vary the time lapses between checking on students so as not to appear routine and calculated, but do not allow more than 30 minutes to pass between observations.

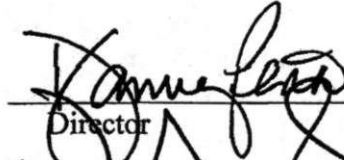
#### **AT THE EXAM'S END**

1. Write exam's end time on the "Confidential Testing Materials Enclosed" form.
2. The envelope and cover sheet are removed from the "Exams in Progress" folder in the locked desk cabinet. (Or, library proctor already has envelopes.)
3. Have student place completed exam inside envelope, sign and date "Confidential Testing Materials Enclosed" form and initial envelope over the seal.
4. Remind student to pick-up personal items from the EAC. Or, if you are in the library, remember to give students the backpack/items they left with you.


5. Tape "Confidential Testing Materials Enclosed" to a new white envelope, transfer contents, seal envelope, and place in white information binder for student assistants to mark how to file the test (i.e. file in "To be picked-up" or "To be delivered").
6. Staff will place in appropriate file, pick-up or delivery, in locked filing cabinet. "Pick-up" folder is organized in alphabetical order by professor's last name. "Delivered" folder can be placed randomly.

*Please Note: All academic and student conduct policies are applicable and enforced during all alternative testing procedures.*


Author: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  \_\_\_\_\_ Date: 09.16.08

Director

Approved:  \_\_\_\_\_ Date: 9/19/08

Dean

Approved:  \_\_\_\_\_ Date: 9/19/08

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