

Alternative Testing Accommodation Agreement

Please read the following student responsibilities for the Alternative Testing accommodation. Students are responsible to:

- Schedule exams (quizzes, mid-terms, and tests) through DRP Online Services at least **7 BUSINESS DAYS** prior to the exam date.
 - DRP begins proctoring at 8:30 a.m., and all exams must be completed by 5:15 p.m. on Monday through Thursday. On Fridays, all exams must be completed by 4:45 p.m.
 - All late requests will be denied.
- During Finals week, schedule final exams at least **14 BUSINESS DAYS** prior to final exam date
 - Final exams must be scheduled during one of the following time blocks: 9:00 a.m., 1:00 p.m., or 5:00 p.m. Students must schedule their final exams during the time block that is closest to when the class is taking the final exam.
 - For example, if the class is taking the final exam at 10:00 a.m., student must schedule to take their final exam during the 9:00 a.m. block.
 - All late requests will be denied.
- Exams should be scheduled the **same day and time** as when the class is taking the exam.
 - If students have a class schedule conflict (back to back classes, lectures following an exam, evening or weekend classes, etc.) they will need to find a time that allows them to use their extra testing time without interfering with other classes.
 - If students need to take an exam on a different day than the class, they will need to speak with their professor. The professor will need to email accommodations@csuci.edu to confirm approval.
 - If students schedule an exam at a different day or time than the class without prior professor approval, students will be contacted by our office. If students do not respond within **3 BUSINESS DAYS**, DRP will cancel their exam request.
 - If students schedule an exam at a time that goes beyond our business hours, students will be contacted by our office. If students do not reschedule their exam time within **3 BUSINESS DAYS**, DRP will cancel their exam request.
- Arrive on time for scheduled exams.
 - Students who arrive **1-19 minutes late** for exams will have that amount of time deducted from their exam time.
 - Students who arrive **20 or more minutes late** for exams will not be permitted to take their exam in DRP, and will need to discuss the situation with their faculty.
- Be aware of the materials that are allowed for their exams.
 - Example: notes, books, calculator, equation sheet, note card, etc.