



**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS**  
**DIVISION OF STUDENT AFFAIRS**

**Disability Resource Programs**

**Effective Date:** <Office Use Only>

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**Procedure on Alternative Testing Services**

**Intent:** To ensure students registered with Disability Resource Programs (DRP) receive 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); Telecommunications Act of 1996; California Senate Bill 302; California Assembly Bill 2222; California Assembly Bill 422; CSUCI Policy FA.31.002

**Accountability:** Associate Director of Access, Orientation, and Transition, Disabilities Counselor, Disability Resource Programs Staff

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

**Attachment(s):** Alternative Testing Form

**Procedure:** Once a student has established eligibility for alternative testing services, he or she must request the service at the beginning of each semester and for each class that he/she needs the testing service. In addition to requesting test accommodations prior to the start of the semester, the following steps are required by faculty, students, and/or staff:

**Student**

1. Complete the Request for Alternative Testing Form and obtain the signature of the disabilities counselor.
2. Provide the completed and signed Request for Alternative Testing Form to the faculty, and request that the faculty complete and return it to Disability Resource Programs, located in the Educational Access Center, Bell Tower Room 1541.
3. Confirm test arrangements with the faculty and DRP seven (7) days in advance of the test date or services may be denied based on unreasonable timeliness of the request.
4. If the student arrives later than the scheduled start time, that time will be deducted from the total exam time. If the student is over 30 minutes late, DRP may cancel the exam and return the test to the professor.
5. If the student fails to take the exam at the scheduled time, it is their responsibility to notify the faculty and request a make-up exam.

**Faculty**

1. Complete an Alternative Testing Form and return it to Disability Resource Programs, located in the Educational Access Center (EAC), Bell Tower Room 1541.
2. Provide the exam to the EAC as indicated on the Alternative Testing Form a minimum of 24 hours in advance of the scheduled test date.
3. Notify DRP in the event there is a need to change an exam date listed on the course syllabus. If a student needs to take an exam in less than seven (7) days, special approval is required by the disabilities counselor.

**Staff**

1. Student assistants are NOT permitted to touch exams.
2. Student assistant must request that the professor place the exam inside a provided white envelope and seals it.
3. DRP staff proctor the examination under faculty specifications as indicated on the completed Alternative Testing Form returned by faculty.
4. Any evidence of academic dishonesty will be reported to the professor, department chair, and the Dean of Students.

Author:

Date:

Approved:

Date:

Director

Approved:

Date:

Dean

Approved:

Date:

VPSA