REQUESTS
1. Complete all requests for Accommodated Testing Proctoring online at www.dsc.uci.edu
2. Submit your online requests no later than 11:59 pm on SUNDAY of the 2nd WEEK of classes.
3. DSC proctors exams in accordance with directions/information provided by professors. If an announcement in class suggests a pertinent update or change for an exam (time, date, duration, use of materials, etc.), notify DSC immediately, so that we may follow up with your professor to confirm information prior to the schedule exam.
4. Arrive at DSC 5-10 minutes prior to your scheduled start time.
5. DSC holds exams for 20 minutes. Students who fail to arrive within 20 minutes of the scheduled start time will have their exam returned to the professor. Refer to Make Up Policy below.

LATE REQUESTS
1. Students who have late requests for Accommodated Testing Proctoring must meet with their DSC counselor who will determine if the exam can be scheduled.
2. If space and proctor are not available, students may:
   a) take exam in classroom, or
   b) speak to their professor to determine if he/she would be able to provide approved testing accommodations.

EXAMS IDENTIFIED AS: To Be Determined (TBD)/Date changed by Professor
For TBD exams, estimate the likely date and time, and submit accommodation requests by the deadline. When the announcement is made regarding date/time for exam, notify DSC immediately. The DSC requires at least 48 hours notice prior to the exam to update the request for testing accommodations. Contact testing coordinator (949) 824-7494 or Lisa Oldag at (949) 824-1335 to update all requests.

MAKE UP POLICY
Regardless of whether a student notifies DSC or not, the following is in effect:
1. Tests will be returned to professor with notation that student missed the test when the student fails to arrive within 20 minutes of scheduled start time.
2. Professor will be asked to apply his/her own make-up policy.
3. Notification to professor will also include the following:
   “DSC will provide make-up tests with 48 hours’ notice and only if space/staff are available.”

ACADEMIC DISHONESTY
In most cases DSC Testing rooms are monitored by video camera surveillance.
1. Any unusual activity or irregularity related to academic dishonesty will be reported to the professor.
2. Subsequent activity or irregularity related to academic dishonesty will be reported to the appropriate campus authorities.
3. DSC reserves the right to suspend future test proctoring under certain circumstances.
   *See UCI Academic Senate Policy on Academic Honesty, revised January 26, 2006*

MITIGATING CIRCUMSTANCES
1. Students who have documentation supporting mitigating circumstances will be referred to a DSC counselor who will determine if test proctoring is available.
2. It is the student’s responsibility to meet with a DSC Counselor as soon as possible.

I have read and understand the UC Irvine Disability Services Center Test Proctoring Procedures:

Student Name (printed) _____________________________________________________________

Student Signature _____________________________________________ Date ________________