

UC Irvine
Disability Services Center
Testing Proctoring Procedures

1. Complete **one** TARF (Testing accommodations Request Form) for each course and have your professor complete the gray portion
2. Submit the form to Ekua Arhin, Accommodations Coordinator **NO LATER THAN 5:00 pm on Friday of the 3rd WEEK OF CLASSES.**
3. Please arrive at DSC 5-10 minutes prior to your scheduled test time.

LATE REQUESTS

1. If a student has a late exam request, he/she must make an appointment to meet with their DSC counselor.
2. DSC counselor will determine if the exam can be accommodated.
3. If space/proctor are not available, student may:
 - a) take exam in classroom
 - b) speak to their professor to determine if he/she would be able to provide testing accommodations

TESTS IDENTIFIED AS: To Be Determined (TBD)/Date changed by Professor

TARF must have been submitted by 5:00 pm on Friday of the 3rd week of classes. At times, tests are announced as *to be determined/announced* or changed by the professor. In these situations, DSC requires a minimum of 48 hours notice to arrange for test proctoring. Contact Ekua Arhin or your DSC Counselor at least 48 hours prior to the time you wish to take the test.

MAKE UP POLICY

Regardless of whether student notified DSC or not, the following is in effect:

1. Tests will be returned to professor with notation that student missed the test.
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 only one make-up test with accommodations within 7 consecutive days of the original exam date.”

ACADEMIC DISHONESTY

Once a student has been caught cheating during testing at DSC, all future testing (through DSC) will be revoked. Students will need to make all testing arrangements with faculty. ***See UCI Academic Senate Policy on Academic Honesty, revised January 26, 2006***

MITIGATING CIRCUMSTANCES

1. If student has documentation for mitigating circumstances, the situation will be referred to the DSC Counselor to be handled on a case-by-case basis.
2. Student must contact her/his DSC Counselor for an appointment as soon as possible.

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

Student Name (printed) _____

Student Signature _____ **Date** _____

DSC Counselor _____ **Date** _____