

Testing Service Policies

Exam Scheduling

- *Students must enter all exam requests at least 5 business days in advance of standard tests or midterm exams. Requests must be entered at least 10 business days in advance of final exams.*
- Students who have conflicts with exams and other classes may start the exam at a different time than the standard start time, provided their exam time overlaps with the standard exam time. Instructor approval is required for exam times that don't overlap with the standard exam time.
- Students can edit or cancel exam requests by logging in to the Student Portal or emailing disability@rochester.edu.

Allowed Materials

- Students are responsible for knowing what materials are allowed at the exam site. Students should also pay careful attention to the type of calculator allowed, if any.
- Disability Resources does not provide graphing or scientific calculators to students. Students will need to bring their own (if allowed).
- Students should bring their own headphones for listening exams (if allowed).

Exam Site Instructions

- Students must check in to their exams with photo ID.
- Students must leave any belongings in the front of the room, except for materials the instructor has allowed.
- Cell phones, smart watches, or any electronic devices that have an alarm are not allowed.

Exam Timing

- Students must arrive on time. Extra time won't be granted for late arrivals.
- Students will remain supervised at the exam site for at least 15 minutes after the standard class start time to ensure exam security.
- Students who arrive more than 15 minutes after the standard exam start time won't be allowed to start the exam without instructor permission.

- Students who are scheduled to start an exam early but don't arrive until the standard exam start time will be allowed to use their full extended time, unless that would push their exam end time past the last scheduled proctor shift.
- Students must finish exams by the end time specified. Additional time beyond students' approved accommodations will not be granted.

Scrap Paper

- In order to avoid misunderstandings and to distinguish between the use of instructor-allowed note/formula sheets, Disability Resources supplies students with watermarked scrap paper as requested.
- Any scrap paper used at the exam site will be submitted with the completed exam so the instructor can see the student's work.

Exam Breaks

- Break time will not be added back to the exam end time, except for students that have "breaks without time penalty" as an approved accommodation.
- Breaks should be kept as brief as possible, and no longer than 5 minutes.
- Food/drink brought with the student is permitted providing it does not cause a disturbance.
- Students must be supervised at all times except during restroom breaks. At no other time should students be unsupervised.
- Proctors will record the time students spend away from the exam room. Frequent and/or long breaks will be reported to the access coordinator and the instructor.

Student Questions During the Exam

- Disability Resources requests contact information from professors and/or TAs for any questions that may arise during an exam.
- Students should review the entire exam as soon as they arrive to identify any possible questions and notify the proctor so that they may try to contact the professor right away.
- Proctors will attempt to contact instructors via phone, text, and/or email. If the instructor doesn't respond, the student may request that the proctor accompany them to the exam room.
- If the student can't reach the instructor, we encourage them to write the question on the exam and immediately email the instructor after the exam to follow up, and copy in their access coordinator.

Computer Use

- For students who have a computer accommodation for Word processing, the only program approved to type their answers is Microsoft Word on a computer with internet access turned off.
- Any other program (such as Excel, Kurzweil, MathType, PDFs of text/notes, or WiFi for Blackboard exams) must be approved by Disability Resources or the instructor.
- Exam answers will be printed and attached to the exam.

Academic Honesty

- All students must complete the Academic Honesty Pledge before beginning their exams.
- If proctors observe students using unauthorized notes, they may request that the student hand over those materials so they can be submitted to the instructor.
- If proctors observe students using cell phones or other unauthorized electronic devices, they may ask that the students give those items to the proctor for the duration of the exam.

Safety

- The University of Rochester is committed to creating a safe and supportive environment where all members of our community are treated with dignity and respect.
- If at any point a student feels unsafe at our exam location, we encourage them to contact:
 - Any Disability Resources staff member
 - Public Safety: 585-275-3333; www.publicsafety.rochester.edu
 - The Title IX Office: www.rochester.edu/sexualmisconduct/index.html