Step 3.

Student schedules exam

Student can do this independently, or during meeting with you

⚠ TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling alternative testing in DRS:

- Any exam requests made after **04:00 PM** will be processed **the next business day**.

- Your alternative testing contract allows you to request the following type of exam(s):

    1. **Final**: 5 Business Days (**Earliest Date**: Tuesday, September 03, 2013)
       Exam Time Range: 08:00 AM - 06:00 PM

    2. **Midterm**: 5 Business Days (**Earliest Date**: Tuesday, September 03, 2013)
       Exam Time Range: 08:30 AM - 05:00 PM

    3. **Quiz**: 5 Business Days (**Earliest Date**: Tuesday, September 03, 2013)
       Exam Time Range: 08:30 AM - 05:00 PM

    Note: **If you do not see your exam type listed, contact our office to add your exam type to your testing contract.**

- Your exam location will be displayed and you will be emailed with the location two days prior to your exam.

- **Test Scheduling Guidelines**

    - You are responsible to schedule exams for the dates/times listed in the syllabus, or within the flexibility parameters indicated on the Testing contract.

    - Scheduling exams outside of instructor-approved times may result in being reported for academic dishonesty (refer to Student Academic Responsibility document here:http://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf)
    If you have any question about scheduling parameters, please contact the Testing Center.
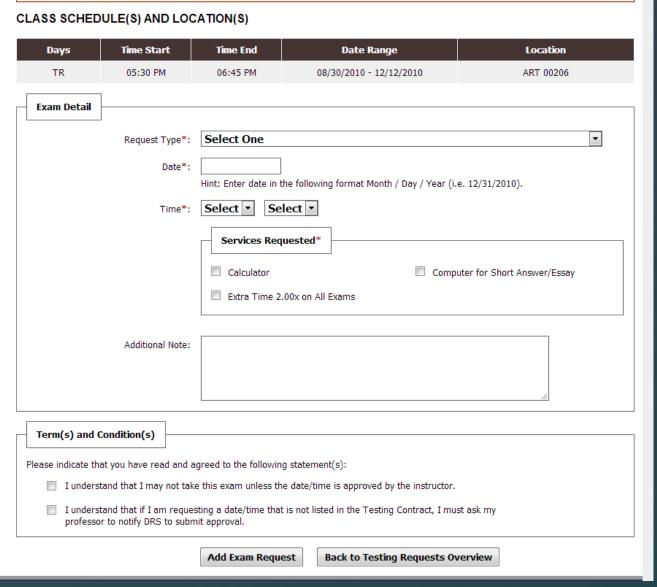
    What to do if you need to schedule an exam for a time NOT listed in contract or syllabus

    - Talk to your course instructor, explain the need for the alternative time, and ask for approval.
    - If approved, ask the instructor to email drstest@uw.edu to notify DRS of the approval.
    - Schedule the exam through myDRS at least 5 days in advance.

    How to change a scheduled exam for a new date/time not listed in syllabus or contract

    - Talk to your course instructor, explain the need for the alternative time, and ask for approval.
    - If approved, ask the instructor to email drstest@uw.edu to notify DRS of the approval.
    - Submit an exam modification request through your myDRS account.

Terms and Conditions of scheduling exams

Student selects time and date and agrees to terms and conditions. The "Services Requested" box only lists accommodations the student is already approved for.

You will receive a notification email every time your student schedules a new exam or updates an existing exam

Week of the test

It's time to deliver the test to DRS!

Aim for at least 24 hrs ahead of time, so Kali can catch any problems or glitches.

On the Testing Contract you will have selected one of the following methods:

- Uploading exam to myDRS database
- Instructor delivery of a hard copy
- Email to drstest@uw.edu
- Student delivery

Uploading exams to myDRS

You will receive a reminder email 2 days in advance. Click on the provided link to upload the exam .

Select the exam file, click upload, and you're set!

Testing Day!

- Student arrives to take exam at scheduled time (we have a 15 minute grace policy in regards to late students)

- Student signs in at the Testing Center – goes over exam time and allowances with staff

- Student takes exam and then returns it to staff. We then process it according to Testing Contract specifications and return to instructor

Some things to keep in mind about exam returns

Campus mail: this sometimes takes up to 3 days, not a good option if you're concerned about quick turnaround.

Student Return: the fastest return method. But please be conscious of your students' disabilities. This could be difficult for someone with a mobility impairment.

Pick-up and email: pretty straight forward.

Happy grading!

TESTING OVERVIEW

Student **requests** Alternative Testing for class

Student sends **Faculty Notification Letter** to professor

Student meets with professor

to discuss Testing Contract

[ONLINE CLASS: student fills out contract, copy emailed to prof. to modify or approve]

Contract filled out according to instructor guidelines and submitted.

[IF Student modifies exam request:

-email sent to professor

-DRSmust approve]

DRS emails professor:

-the details regarding the scheduled exam

Student schedules exam

(late requests approved by DRS)

DRS emails professor:

-copy of testing contract

-link to modify

-link to approve

DRS sends reminder email to student and professor 2 days before exam : includes upload instructions

Professor deliver exam to DRS

Student takes test

Test Returned