Disability Services Protocol for Tests Taken In the Counseling Office

Instructors and students with disability accommodation plans should use this protocol when requesting to take examinations in the Counseling, Student Development, and Activities office.

1. Tests must be scheduled by the student with Disability Services staff members by calling (919) 536-7208 or by emailing disabilitytests@durhamtech.edu. Disability Services will notify the instructor of the appointment by email and place student and staff information on our calendar to reserve a testing location.

2. Tests should be scheduled **one week in advance** and at the same time as the in-class test or as near to that time as the Disability Service’s testing schedule permits.

3. If a student requests that a test be scheduled at a different time (as outlined in #2 above) the instructor will email the Disability Services staff members with confirmation (reference #2) at disabilitytests@durhamtech.edu.

4. Instructors are responsible for bringing or e-mailing tests and will complete and attach the Exam Information Form located at http://www.durhamtech.edu/faculty/reference/forms/DisabilityServicesTestingProtocolExamForm.pdf when sending each test.

5. Students who wish to change their test time or reschedule a missed test will contact their instructor. Test times will only be rescheduled by this office at the direction of the instructor who will contact the Disability Services staff members at 919-536-7208 or disabilitytests@durhamtech.edu.

6. If a student arrives late for a test time, the test will be administered as a Disability Services staff member is available. The test time will still end as previously scheduled.

7. Only the test, pencils/pens, and scratch paper are allowed in the test room **unless specified on the Exam Information Form under materials allowed.** Items not normally allowed include cell phones, graphic calculators, notes, foods, and drinks. **Disability staffs are not liable for valuables in case of theft or damage. Please leave valuables at home or in the car.**

8. Unless specified by the Exam Information Form, students are expected to use the rest room or take a break outside the test room prior to or after the test.

9. Students receiving accommodations are bound by the Academic Honesty Policy that applies to all Durham Tech students. Students who violate the policy are subject to the same sanctions that apply to all Durham Tech students.

10. The Disability Services Staff will begin tests no later than 2 p.m. Monday through Friday. Instructors that need testing to be scheduled outside that time should contact Disability Services staff members at 919-536-7208 or disabilitytests@durhamtech.edu.

11. Any counseling staff member who covers the front desk may accept a completed test from a student or collect a test from a student at the end of the test time. Disability Services staff members are responsible for how the test is returned to the instructor as designated by the Exam Information Form.

**NOTE:** Any student that presents documentation for an Accommodation Plan on the day of testing will not be guaranteed accommodations for that test.