



DRC RESPONSIBILITIES FOR PROVIDING TEST ACCOMMODATIONS

- Present student's request, along with documentation, to the DRC's professional staff to determine if request is an appropriate accommodation.
- Prepare letters to professor for all approved students with appropriate testing forms attached. These letters verify that the student has a disability which requires testing accommodations and provide relevant suggestions.
- Receive the completed Test Accommodations forms and Reschedule or Additional Test Forms in the DRC Test Accommodations Office on the second floor of Clark Howell Hall.
- Organize and facilitate pick up and delivery of tests and exams based upon written instructions from instructors on Test Accommodations forms.
- Request changes in prescheduled testing and/or non-scheduled testing for students only when extenuating circumstances necessitate.
- Proctor exams in accordance with the University's policy for Academic Honesty, providing only approved accommodations.
- Maintain records of test accommodation process.

The DRC is responsible for providing reasonable accommodations in a timely manner. Noncompliance on the part of the student with the procedures stated under "Student Responsibilities and Guidelines for Receiving Test Accommodations" may result in delays in or denial of the provision of testing accommodations.