

DRC EXAM INFORMATION FOR PROFESSORS

Disability Resource Center
Phone: (435) 652-7516
drc@utahtech.edu

- DRC **provides testing services** for qualified students registered with the DRC.
- Exam accommodation are approved on an individual basis. See examples:
 - Extended time (time and a half)
 - Distraction reduced testing environment
 - Reader for tests and quizzes, memory aid, etc.
- Exams taken in our private testing rooms are proctored.
- Students will be assigned a locker for personal belongings. Items that do not fit will be stored on a shelf. Electronics are not allowed in DRC testing rooms.
- We encourage students to **schedule exams at least 24 hours** (1 business day) prior to their requested exam date/time.
- Exam Hours: Monday–Friday, 8 a.m.- 4:45 p.m.
- Testing is available only during the allotted time set by the instructor. It is the instructor’s responsibility to verify the time by responding to the DRC email.
- **DRC will send an email** when your student schedules to test at the DRC. ***Please respond to the email as it applies to your course exam, i.e., send DRC exam password.***
- All computer exams: professor extends time in canvas. *For help, see webpage resources below or contact Jared Johnson (435-652-7950).*
- Please note special circumstances or exam instructions such as:
 - Open book/note/computer
 - No time limit
 - Time allowed for student to complete the exam

COMPUTER EXAM	PAPER IN CLASS EXAM	TESTING CENTER EXAM
Exam Password required: ✓ Email exam password ✓ Email semester password ✓ Extend time in Canvas	Exam Delivery Options: ✓ Deliver to DRC ✓ Email to DRC ✓ DRC arranges to pick up Exam Return Options: ✓ DRC returns to professor ✓ Professor pick up at DRC ✓ Scan & email professor	DRC will obtain the paper test or password from the TC. ✓ Extend time in Canvas

DRC Webpage Resources

<https://drcenter.utahtech.edu/faculty/>

Tutorials:

1. Extend time on canvas for individual students.
2. How to set up closed caption on canvas.

Please contact with questions or concerns at 435.652.7516 or drc@utahtech.edu.

THANK YOU for working with us to help students succeed.