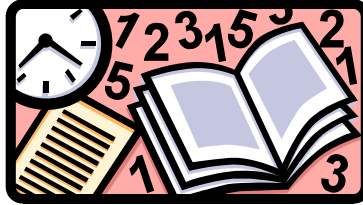


EXAM PREPARATION TIPS FOR STUDENTS WITH DISABILITIES USING THE CAMPUS PROCTORING SERVICE



Preparing for exams can be challenging on many levels. Many students with disabilities need testing accommodations, and their exams may require additional planning and coordination. Below are some planning tips that will help ensure you receive the accommodations you are entitled to.

A PROCTOR is a person who administers and monitors an exam. If you require testing accommodations such as extended time, a separate room, or the use of assistive technology, then these accommodations will be stated in your DSP letter of accommodation to your instructors.

If your instructors do not have the staff or space to proctor your accommodated exam within their department, UC Berkeley support them with a campus test proctoring service.

Your instructor (*not you*) should contact the campus Proctoring Coordinator to request proctoring services online at <http://teaching.berkeley.edu/proctoring/request.html>. Instructors can also contact the Proctoring Coordinator by phone at 643-4691, or by email at proctoring@berkeley.edu. The instructor will notify you where and when to report. Exams are proctored in central campus locations.

Instructors should make their proctoring requests by the following deadlines:

Midterms: At least two weeks before exam date. To insure a room reservation, please try to submit requests for all semester exams at the beginning of the semester.

Final Exams: November 1 for fall semester, April 2 for spring semester.

Proctoring cannot be guaranteed if requested later. This means you should have met with your professors well ahead of these deadlines to give them time to reach the proctoring service.

TIPS FOR A SUCCESSFUL PROCTORED EXAM

Early Planning

- Meet with your Disability Specialist and request your accommodation letter(s) at the beginning of the semester.
- Meet with your DSP Disability Specialist early in the semester to request and approve any auxiliary services, so the services will be in place when your exam time comes.
- Keep in mind that Proctors do not perform any auxiliary services duties such as writing, reading, turning pages, typing, re-positioning people in their wheelchairs, or other attendant work. You will need to bring your DSP approved scribe, reader, or other assistant on the exam date.
- Meet with your instructors early in the semester. Discuss your accommodations with them; if they want the exam proctored and don't have the resources themselves, remind them several weeks *before each exam deadline* so they can request the service by the deadlines described above. The accommodation process is an interactive one. Students are expected to fully participate in the process and exercise due diligence in assuring the accommodations are provided.
- Check the on-line schedule of classes for your exam group schedule, including final exams. Sometimes accommodated exams can conflict with each other. The campus proctoring service can be utilized for a re-scheduled exam, as long as your professor approves and the request deadlines are met.

Assistive Technology/ Equipment Needs

- If you require assistive technology equipment / software, or an accessible table wheelchair-adjustable table in the Assistive Technology Center in Moffitt Library, be sure that these needs are stated in your DSP accommodation letters. Generally, there are no wheelchair-adjustable tables in other campus locations.
- If you need a podium, or a certain type of general campus chair or table, be sure this is included in your DSP accommodation letters. Not all the exam rooms have the same furniture, and these arrangements need to be made ahead of time.
- If you use other disability-related equipment such as a tape recorder and tapes, you are responsible for bringing your own to the exam.
- Personal laptops cannot be used in exams without prior permission from your instructor. If you need to type your exam as a required accommodations, be sure this is included in your DSP accommodation letters. Unless your professor approves the use of a personal laptop, you will be assigned to a laptop, or a computer in the Assistive Technology Center. If you have not used the Assistive Technology Center computers before, your Disability Specialist must make a referral for you with the Assistive

Technology Specialist well ahead of time to do a practice document on the computer you will be using.

If your accommodation letter states that your exam must be emailed to the Assistive Technology Specialist, you may friendly remind your instructors that your exam must be emailed by 12:00pm noon the day before the regularly scheduled.

- If you use a personal ergonomic device, bring it with you to the exam.

Being Prepared

- When your instructor notifies you where and when to report for your proctored exam, be sure you know how to get there ahead of time. Be familiar with any access issues, such as elevators, lifts, and ramps. Exams are proctored in central campus locations, usually not the classroom you would normally attend class.
- It is your responsibility to be at the exam site on time. As with the regular class, proctors will not extend your exam time if you are late.
- You are responsible to bring your own blue books, scantron sheets, pens, and pencils. The proctors do not have supplies, and will not leave the room to locate supplies for you.
- If you dictate your exam to a scribe, be sure you have ample time ahead to select and work with the person in order to establish a good working rhythm. Exam time is not a time to train a new person.

Proctors and Your Responsibilities

- Be on time. The proctors will not wait for you if you are very late. If you have an unavoidable emergency, call the Proctoring Coordinator, 642-0518.
- If you drop the class, have to miss the exam, or decide to take the exam with the rest of the class, you must notify your instructor immediately and ask them to call the Proctoring Coordinator to cancel the proctoring service.

Exam Conditions

- Your instructor will set the parameters of the exam such as closed/open book, no notes/notes okay, or whether a calculator is allowed. Your DSP Specialist will list your accommodations in the accommodation letter. The proctor will follow their pre-arranged instructions. The proctor cannot allow any conditions that are not part of their written instructions. If you believe your disability accommodations need updating, discuss this with your DSP Specialist well ahead of exam time. An updated

accommodation letter must be received by the instructor in a timely fashion to implement the change.

- The proctor will ask you to keep out of reach all unauthorized materials, backpacks, digital watches, and purses before the exam begins.
- Cell phones and all other electronic devices must be turned off and kept out of reach.
- As with any exam, you are responsible for keeping your eyes on your own work. The proctor is there to ensure that you adhere to the conditions and time frame of the exam.
- Exams must be taken on campus. Proctors do not go to students' homes or dorm rooms for exams. If your accommodation requires disability-related assistive technology that cannot be duplicated on campus or transported, an exception may be made by your instructor.
- If during the course of the exam you have a clarifying question about the exam, the proctor can contact your instructor by cell phone.
- If you are working with a scribe during a proctored exam, the scribe is allowed to write down your answers only as you dictate. Please do not ask or allow the scribe to give factual help, definitions, or to otherwise exceed the scribe's role, which is limited to recording your answers. Inappropriate interactions will be reported to your professor.
- Generally only one break every 1-1/2 hour is permitted, except for specific cases of disability accommodation.
- Every effort will be made to use quiet rooms. If noise distraction is an issue for you, please bring earplugs in case of unanticipated noise. The proctors may have some earplugs available as well.

GOOD LUCK ON YOUR EXAMS!