



Disability Resource Center

Student Test/Exam Accommodation Policies and Procedures Handbook

Testing Center
NA-2
760.744.1150 ext. 3939
drcproctor@palomar.edu

MyDRC

[MyDRC](#) allows registered and active DRC students to request academic accommodation letter(s), print and/or download their approved Academic Accommodation Letter(s). Accommodation Letter(s) will appear in MyDRC after being approved by a DRC Counselor. To log-in to [MyDRC](#), the student will need their **Palomar student e-mail address and password**. It is the same log-in information that students use to access Canvas.

How to access MyDRC:

1. Click on “Site Menu” on the DRC website. (www.palomar.edu/drc/mydrc)

The screenshot shows the Palomar College Disability Resource Center website. A red arrow points to the 'Site Menu' icon in the top left navigation bar. The page content includes a welcome message, contact information, and hours of operation.

Palomar College
Learning for Success

ACADEMICS | ADMISSIONS | FINANCIAL AID | STUDENT SUPPORT | STUDENT LIFE | WHY CHOOSE PALOMAR? | LANGUAGE

Disability Resource Center
Counseling Services Division

Palomar Home > Disability Resource Center

Welcome to the DRC

IMPORTANT: NEW INFORMATION REGARDING DRC'S ONSITE AND VIRTUAL HOURS OF OPERATION

We are happy to assist you! There are a number of ways to connect with a DRC staff member and get answers to quick questions or to schedule an appointment with a DRC Counselor or other specialist.

Three Ways to Reach the DRC
Connect with a Live Staff Member during our Office Hours!

Call us! 760-744-1150, Ext. 2375

Email us! drc@palomar.edu

In Person Appts! [Learn How to Schedule](#)

*****ALL DRC COUNSELING APPTS. WILL BE CONDUCTED VIA ZOOM, PHONE OR IN PERSON*****

Onsite DRC appointments are limited to students/prospective students who are cleared to come to campus through the [cleared4work](#) app (i.e. no symptoms, current on any COVID testing needed, etc.)

Contact Information

Disability Resource Center
Palomar College, San Marcos Campus
DSPS
1140 W. Mission Road, San Marcos, CA 92069

DRC
Email: drc@palomar.edu
Phone: (760) 744-1150, ext. 2375

Hours of Operation
San Marcos Campus
Monday-Thursday: 8AM - 5PM
Friday: 8AM - 12PM

Timely Information [Ask Comet!](#)

2. Click on “MyDRC”

The screenshot shows the Palomar College Disability Resource Center website with the 'MyDRC' menu item highlighted in red. A red arrow points to the 'MyDRC' item in the site menu.

Disability Resource Center

Search [Search](#)

- DRC Home
- Getting Started
- Services We Provide
- Classes
- MyDRC**
- Faculty Resources
- Student Resources
- Forms and Documents
- Policies and Procedures
- Special Events

<https://www.palomar.edu/drc/mydrc/>

Disability Resource Center
Counseling Services Division

IMPORTANT: NEW INFORMATION REGARDING DRC'S ONSITE AND VIRTUAL HOURS OF OPERATION

We are happy to assist you! There are a number of ways to connect with a DRC staff member and get answers to quick questions or to schedule an appointment with a DRC Counselor or other specialist.

In Person Appts! [Learn How to Schedule](#)

*****ALL DRC COUNSELING APPTS. WILL BE CONDUCTED VIA ZOOM, PHONE OR IN PERSON*****

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Friday: 8AM - 12PM

Timely Information [Ask Comet!](#)

Hi there! My name is Comet, your personal helper bot. What can I help with today?

3. Click on “MyDRC Student Log-in”

The screenshot shows the Palomar College website header with the logo on the left and navigation links (ACADEMICS, ADMISSIONS, FINANCIAL AID, STUDENT SUPPORT, STUDENT LIFE, WHY CHOOSE PALOMAR?, LANGUAGE) on the right. Below the header, there is a section titled "Accommodations taking effect." with a list of instructions for instructors. A red arrow points to the "MyDRC Student Log-in" button in the "For Students" column. A chatbot window for "Comet" is visible in the bottom right corner.

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Learning for Success

ACADEMICS | ADMISSIONS | FINANCIAL AID | STUDENT SUPPORT | STUDENT LIFE | WHY CHOOSE PALOMAR? | LANGUAGE

Accommodations taking effect." Accommodations, such as extended quiz/exam time, should only be applied in Canvas or in the classroom, etc. IF the student presents the instructor with a DRC Authorized Academic Accommodation Letter (e-mail or in person).

- Instructors should ONLY adjust exam/quiz time in Canvas if/when the DRC student gives them the Accommodation letter (this may occur at ANY time in a given semester).
- If a student tells a professor they have been approved extended time for exams, the professor can check this by visiting MYDRC, however, legally, instructors can still request the student provides them with a copy of the Accommodation Letter.

To log-in to MyDRC you will need your Palomar student e-mail address and password. It is the same log-in information that you use to access Canvas.

If you have any questions or trouble accessing MyDRC please contact the DRC office at 760-744-1150, Ext. 2375

For Students	For Instructors
MyDRC Student Log-in	MyDRC Instructor Log-in
Alternate Media Log-in	DRC Remote Proctoring Instructor Guidelines
How to Request Alternate Media	How to extend time on a Canvas quiz/exam
How to Request Accommodation Letters	Canvas community resource on moderating quizzes once published
DRC Remote Proctoring Student Guidelines	

Hi there! My name is Comet, your personal helper bot. What can I help with today?

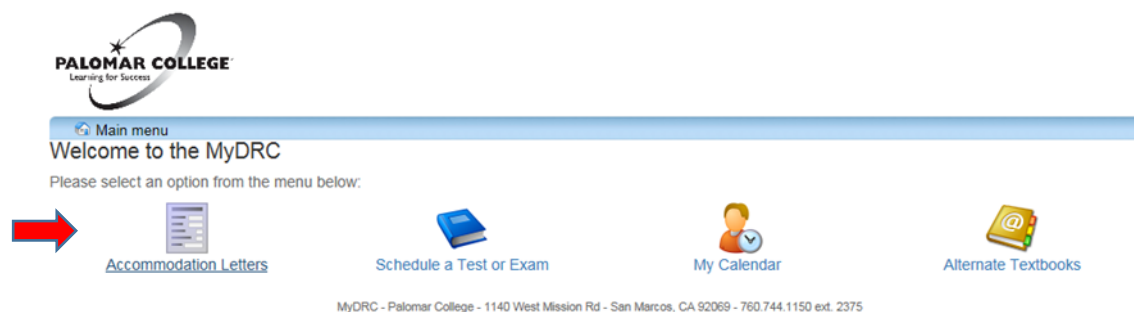
Ask Comet!

AUTHORIZED ACADEMIC ACCOMMODATION LETTER(S)

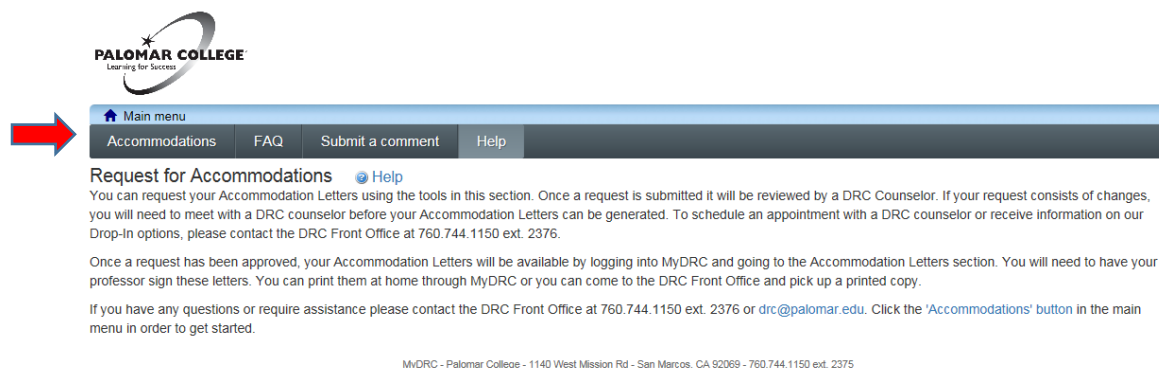
Students seeking to utilize academic accommodations must be approved by a DRC counselor based on documented disability. Students are required to obtain a new Academic Accommodation Letter for **each new course** that they are enrolled in. Letters can be requested via [MyDRC](#). Once the letter request has been received and prepared by a DRC counselor, it will be emailed to the student's Palomar email. It is the student's responsibility to present their Academic Accommodation Letter(s) to their instructor(s) via email or in person. Students should direct their instructor(s) to [MyDRC](#) to **digitally acknowledge** the letter.

HOW TO REQUEST AN ACCOMMODATION LETTER

1. Click on the “Accommodation Letters” icon.



2. Click on the “Accommodations” tab.



3. Log-in using your **student e-mail address** and **MyPalomar password**.

The screenshot shows the Palomar College Portal login page. At the top is a red header with the text "PALOMAR COLLEGE PORTAL". Below the header, there are two lines of text: "Student Login: Email (JDoe1234@student.palomar.edu) and MyPalomar password" and "Employee Login: Network/email username (JDoe) and network/email password". There are two input fields: "Username" and "Password". Below the input fields is a red "Login" button. To the right of the input fields is the Palomar College logo with the tagline "Learning for Success". At the bottom, there is contact information: "Information Services Help Desk: helpdesk@palomar.edu (760)744-1150 ext. 2140".

4. Click on the “Request” button next to the course for which you are requesting the accommodation.



[Main menu](#)
aholmes7250 . log out

[Accommodations](#)
[FAQ](#)
[Submit a comment](#)
[Help](#)

Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term:

Course	Status	Request	Letter
DR 15 Section 71297 LEC	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>	
DR 43.1 Section 71349 LEC	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>	

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5. Choose the accommodations you are requesting. Then choose the course(s) for which you are requesting the Accommodation Letter(s). Indicate if there are any changes being requested to your approved accommodations. Read the “Terms” and check “I agree to terms outlined above.” Then click “Submit.”

Main menu | aholmes7250 . log out

Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

Your accommodations

- Academic Counseling
- Alternate Format Material
- Audio Recording Lectures
- Distraction-reduced setting
- Extended Time: 1.50x
- Note taker (Peer)
- Registration Assistance/Priority Enrollment
- Use of computer

[check all](#) [check none](#)

Courses to request

N DSAB 943 section 33837 LEC

Sherry L. Goldsmith SGoldsmith@palomar.edu

[check all](#) [check none](#)

Please indicate if your accommodations require any changes

No, my accommodations do not require any changes.
 Yes, I would like to request additional accommodation(s). I understand that this requires me to meet with a DRC counselor during drop-ins or a schedule appointment. My Accommodation Letters will not be ready until I meet with a DRC counselor.

Optional note:

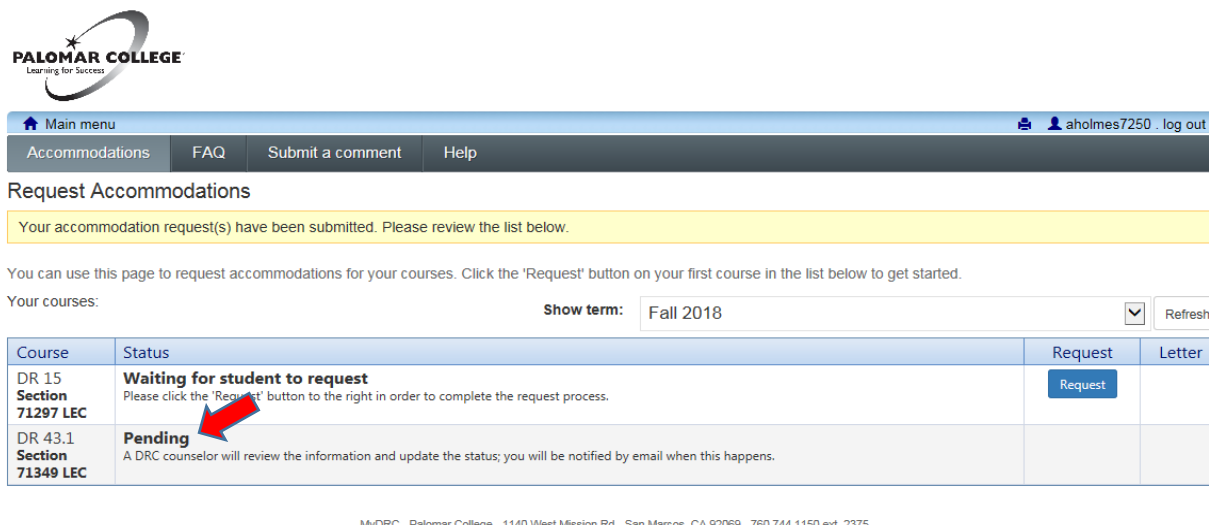
Terms

As a student at Palomar College, I understand that:

- I understand that once I request accommodations for a specific course(s) and a DRC counselor approves these accommodations, the Accommodation Letter(s) outlining my approved exam/quiz and classroom accommodations becomes viewable by the instructor of that course and by myself on MyDRC.
- I further understand that it is my responsibility to personally email or deliver my Accommodation Letter(s) to my Instructor(s).
- Lastly, I understand that the approved accommodations will only take effect and be implemented once I present/email my Accommodation Letter(s) to my Professor(s).

I agree to the terms outlined above

6. Once you click “submit” on the prior screen you will see the confirmation below. **Note** the status is “Pending.”



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Main menu | aholmes7250 . log out

Accommodations | FAQ | Submit a comment | Help

Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

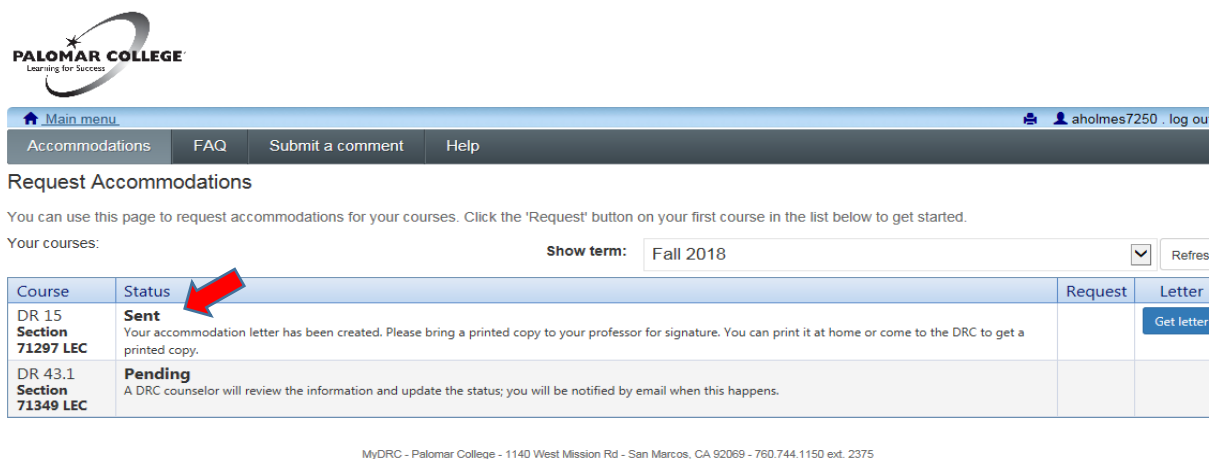
You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Fall 2018 Refresh

Course	Status	Request	Letter
DR 15 Section 71297 LEC	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
DR 43.1 Section 71349 LEC	Pending A DRC counselor will review the information and update the status; you will be notified by email when this happens.		

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7. Status goes to “Sent” once a DRC counselor has approved the accommodations that you requested.



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Main menu | aholmes7250 . log out

Accommodations | FAQ | Submit a comment | Help

Request Accommodations

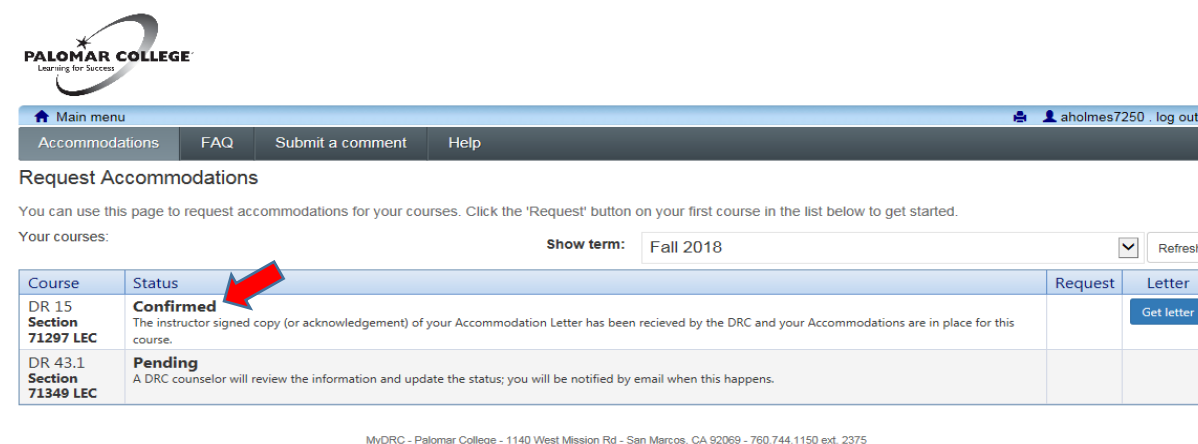
You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Fall 2018 Refresh

Course	Status	Request	Letter
DR 15 Section 71297 LEC	Sent Your accommodation letter has been created. Please bring a printed copy to your professor for signature. You can print it at home or come to the DRC to get a printed copy.		Get letter
DR 43.1 Section 71349 LEC	Pending A DRC counselor will review the information and update the status; you will be notified by email when this happens.		

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8. Status goes to “Confirmed” once the Accommodation Letter(s) is acknowledged by the DRC, or instructor has acknowledged the receipt online.



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Main menu | aholmes7250 . log out

Accommodations | FAQ | Submit a comment | Help

Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Fall 2018 Refresh

Course	Status	Request	Letter
DR 15 Section 71297 LEC	Confirmed The instructor signed copy (or acknowledgement) of your Accommodation Letter has been received by the DRC and your Accommodations are in place for this course.		Get letter
DR 43.1 Section 71349 LEC	Pending A DRC counselor will review the information and update the status; you will be notified by email when this happens.		

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Testing Center Policies and Procedures

REQUESTING TEST/EXAM APPOINTMENTS

- Students seeking to utilize their exam accommodations administered by the Testing Center must have a **current** Authorized Academic Accommodation letter.
- Tests/exams taken with the DRC Testing Center are administered by **appointment only**.
- **Five (5) business days** before the test/exam, students are required to request an exam appointment in person, by phone, or online through [MyDRC](#). **Two weeks' notice is needed for final exams.**
- Testing day and time should coincide with the same time that the class takes the test/exam unless prior arrangements have been made with the instructor. Requests for **test/exam appointments made after the five-day deadline may not be supported or occur on the requested date and time. Likewise, appointments made for finals exams after the two-week deadline may not be supported or occur on the requested date and time.**
- Test/exam appointments will be confirmed and booked after reviewed by the Testing Center Coordinator.

HOW TO REQUEST AN TEST/EXAM APPOINTMENT

1. Click on “MyDRC Student Log-in”

The screenshot shows the MyDRC website interface. At the top left is the Palomar College logo. The navigation bar includes links for ACADEMICS, ADMISSIONS, FINANCIAL AID, STUDENT SUPPORT, STUDENT LIFE, WHY CHOOSE PALOMAR?, and LANGUAGE. Below the navigation bar, there is a search bar and an 'APPLY' button. The main content area contains text about accommodations and a list of links for students and instructors. A red arrow points to the 'MyDRC Student Log-in' button in the 'For Students' section.

For Students

- MyDRC Student Log-in
- Alternate Media Log-in
- How to Request Alternate Media
- How to Request Accommodation Letters
- DRC Remote Proctoring Student Guidelines

For Instructors

- MyDRC Instructor Log-in
- DRC Remote Proctoring Instructor Guidelines
- How to extend time on a Canvas quiz/exam
- Canvas community resource on moderating quizzes once published

Hi there! My name is Comet, your personal helper bot. What can I help with today?

Ask Comet!

2. Click on the “Schedule a Test or Exam” icon.



Main menu

Welcome to the MyDRC

Please select an option from the menu below:

 [Accommodation Letters](#)

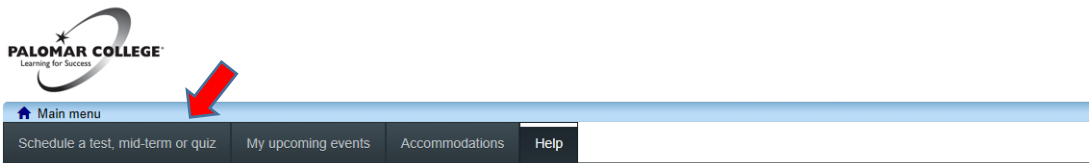
  [Schedule a Test or Exam](#)

 [My Calendar](#)

 [Alternate Textbooks](#)

MyDRC - Palomar College - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375

3. Click on the “Schedule a test, mid-term or quiz” tab.



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Main menu

Schedule a test, mid-term or quiz | My upcoming events | Accommodations | Help

DRC Student Test Booking and Accommodations

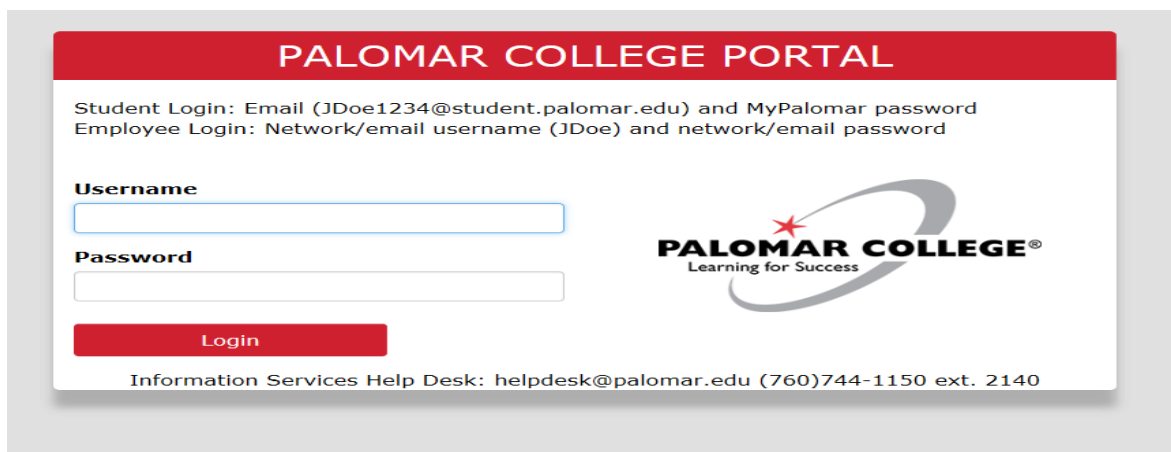
Welcome to the Student Test Booking and Accommodations website. On this site you will be able to:

- Book a quiz, mid-term, or test
- Book a final exam
- Check your upcoming scheduled testing appointments
- View your accommodations that have been assigned by your counselor
- Print out a pdf copy of your accommodations letter

Please click the [Schedule a test, mid-term or quiz](#) link in the menu above in order to book a test, or choose the menu option that you would like to use.

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4. Log-in using your student e-mail address and MyPalomar password.



PALOMAR COLLEGE PORTAL

Student Login: Email (JDoe1234@student.palomar.edu) and MyPalomar password
Employee Login: Network/email username (JDoe) and network/email password

Username

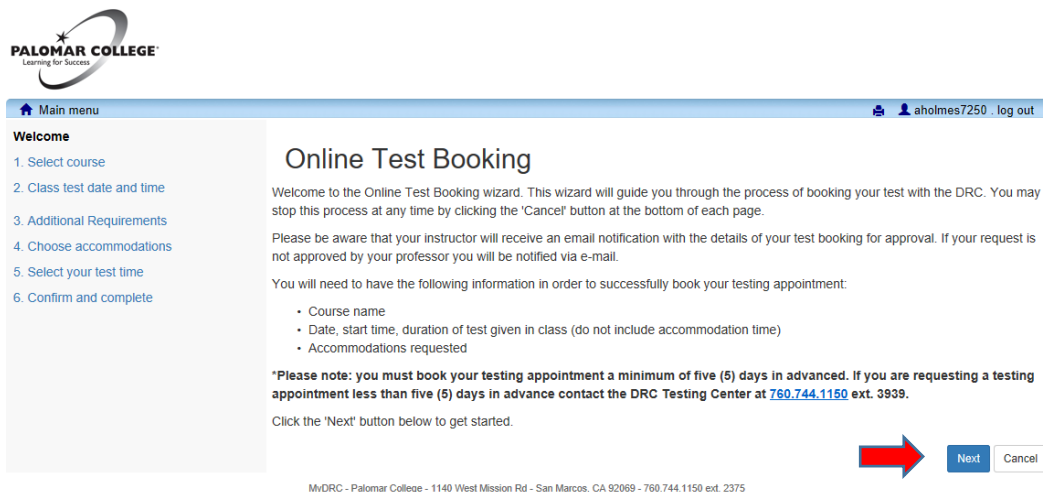
Password

Login

PALOMAR COLLEGE
Learning for Success

Information Services Help Desk: helpdesk@palomar.edu (760)744-1150 ext. 2140

5. After reading the directions, click on “Next.”



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Learning for Success

Main menu | aholmes7250 | log out

Welcome

1. Select course
2. Class test date and time
3. Additional Requirements
4. Choose accommodations
5. Select your test time
6. Confirm and complete

Online Test Booking

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of booking your test with the DRC. You may stop this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your test booking for approval. If your request is not approved by your professor you will be notified via e-mail.

You will need to have the following information in order to successfully book your testing appointment:

- Course name
- Date, start time, duration of test given in class (do not include accommodation time)
- Accommodations requested

***Please note: you must book your testing appointment a minimum of five (5) days in advanced. If you are requesting a testing appointment less than five (5) days in advance contact the DRC Testing Center at 760.744.1150 ext. 3939.**

Click the 'Next' button below to get started.

Next Cancel

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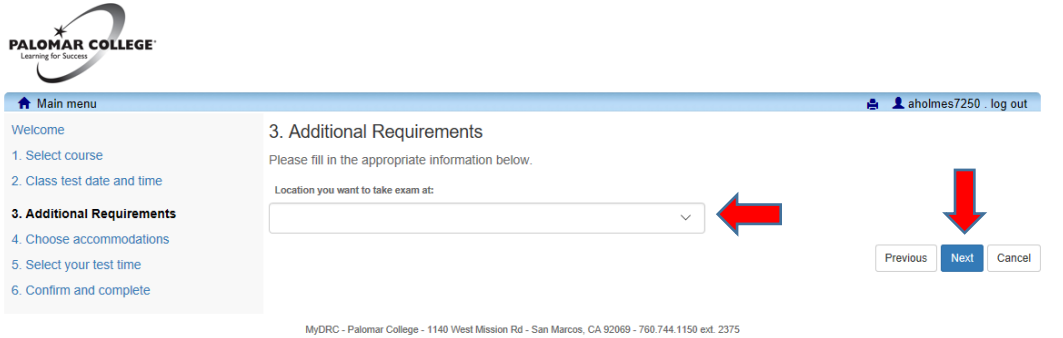
6. Choose the course you need to take the test/exam for using the drop-down list below “Course.” After selecting the course, click “Next.”

The screenshot shows the Palomar College MyDRC interface. The header includes the Palomar College logo and the text "Learning for Success". The navigation menu on the left lists: "Main menu", "Welcome", "1. Select course", "2. Class test date and time", "3. Additional Requirements", "4. Choose accommodations", "5. Select your test time", and "6. Confirm and complete". The main content area is titled "1. Select course" and contains the instruction: "Please select the course you would like to schedule a test for from the list below." Below this is a "Course Info" section with a "Course:" label and a drop-down menu. A red arrow points to the drop-down menu. To the right of the drop-down menu are three buttons: "Previous", "Next", and "Cancel". A red arrow points to the "Next" button. At the bottom of the page, the text "MyDRC - Palomar College - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375" is visible.

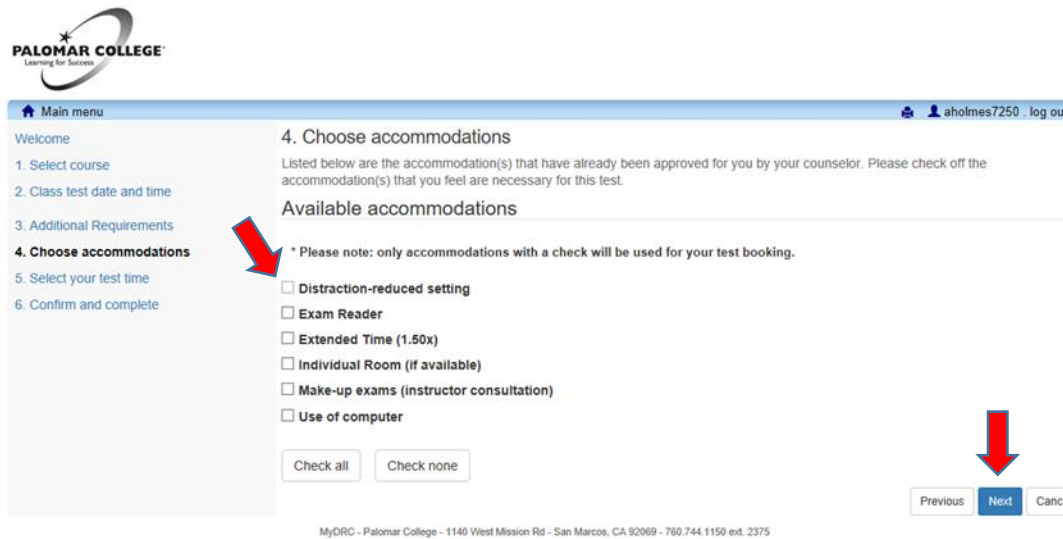
7. Fill in the date of the test/exam in the “Date of class test” field. Fill in the time of the test/exam in the “Time of class test” field. Fill in the time the class gets to take the test/exam below the “Class test duration.” If you are unsure how long the class gets to take the test/exam, put in the regular length of your class. After completing all of the above fields, click “Next”.

The screenshot shows the Palomar College MyDRC interface for step 2: "Class test date and time". The header includes the Palomar College logo and the text "Learning for Success". The navigation menu on the left lists: "Main menu", "Welcome", "1. Select course", "2. Class test date and time", "3. Additional Requirements", "4. Choose accommodations", "5. Select your test time", and "6. Confirm and complete". The main content area is titled "2. Class test date and time" and contains the instruction: "Please specify when the test is taking place. Enter class test duration in minutes." Below this is a note: "* Note: if you are unable to select the day you wish to schedule please contact the DRC Testing Center at 760.744.1150 ext. 3939". The section is titled "Specify a date and time" and contains three fields: "Date of class test:" with a text input field and a calendar icon, "Time of class test:" with a text input field containing "eg. 9:30 am", and "Class test duration:" with two spinners for "hours" and "minutes", both set to "0". Red arrows point to each of these three fields. To the right of the fields are three buttons: "Previous", "Next", and "Cancel". A red arrow points to the "Next" button. At the bottom of the page, the text "MyDRC - Palomar College - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375" is visible.

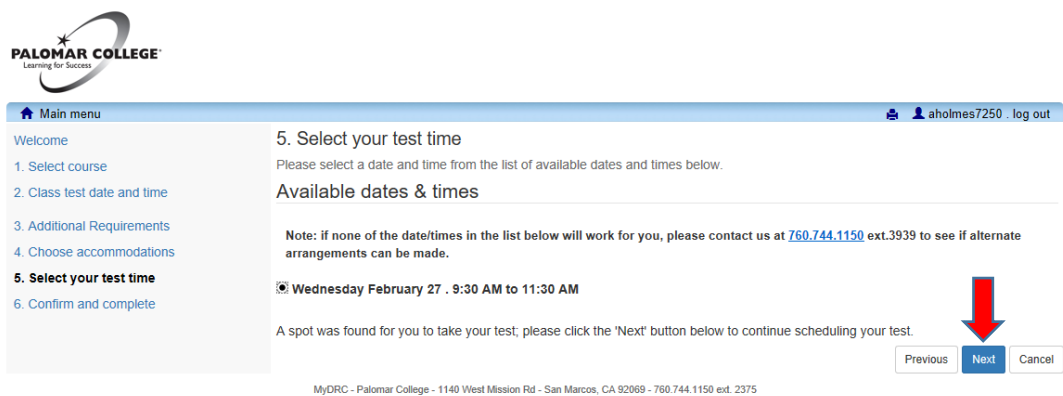
8. Fill in the location that you would like to take the exam in the “Location you want to take exam at:” field. Most exams are taken at the DRC Testing Center on the San Marcos campus. If your class is held at a location other than San Marcos, you may request to take the exam at the location of your class or at the San Marcos campus. If you class is online or on the San Marcos campus, the DRC Testing Center can only proctor your exam on the San Marcos campus. Click “Next”.



9. Select the accommodation that you feel are necessary for this exam by checking the checkbox next to each accommodation needed. Once complete click “Next”.



10. The system has automatically found a seat for your exam and provided the extra time required based on your accommodation. Please review the time and date to and confirm by clicking “Next”. If the system was unable to find you a time, please call the DRC Testing Center at 760.744.1150, ext. 3939 for assistance.



- Review the time, date, length, and accommodations requested for the exam. Click the checking the checkbox next to "I acknowledge that the information...". Click "Finish".



Main menu
aholmes7250 . log out

Welcome

1. Select course
2. Class test date and time
3. Additional Requirements
4. Choose accommodations
5. Select your test time
- 6. Confirm and complete**

6. Confirm and complete

This test is not scheduled yet! Click 'Finish' to submit your test request. Please verify that the class date and time are correct - the information below will be sent to your professor for approval.

Your tentative test information

Tentative test date and time

Wed Feb 27, 2019 . 9:30 AM to 11:30 AM (2 h)

Course information

TEST 100 45145

Class test date / time
Wed Feb 27, 2019 9:30 AM (1 h and 20 m)

*** Note: this is not your accommodated writing time**

Accommodations required

Distraction-reduced setting
 Extended Time (1.50x)
 Use of computer

Additional requirements:

Location you want to take exam at: **San Marcos**

I acknowledge that the information I am submitting is correct to the best of my knowledge.

Previous Finish Cancel

MyDRC - Palomar College - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375

FALLBROOK, RANCHO BERNARDO, & ESCONDIDO EDUCATION CENTERS

- Students requesting to take tests/exams at the Fallbrook, Rancho Bernardo, or Escondido Education Centers will need to adhere the following guidelines:
 - Students **must follow the standard appointment request procedure**. Failure to request test/exam appointment(s) through the DRC Testing Center may result in accommodations not being supported.
 - Tests/Exams proctored at satellite campuses will be administered at the center's TLC unless other arrangements have been made and approved by the DRC. Students will be notified of any changes to location prior to the appointment.

EVENING & WEEKEND CLASSES

- The DRC Testing Center is open from 8 am to 5 pm, Monday through Thursday, and 8 am to 2 pm on Friday. Students in courses with test/exam times that fall outside of the DRC Testing hours may:
 - Work with the instructor to receive the approved accommodations at the class/exam time.
 - Schedule the test/exam during DRC's hours of operation on a day/time after coming to an agreement with the instructor on an appropriate alternative day/time.
 - If no other option is available, contact the DRC Testing **Center five (5) business days** in advance to schedule an appointment at the same time as the class.

RESCHEDULED TEST/EXAM APPOINTMENT

- Students needing to reschedule their exam appointment must notify the DRC Testing Center **as soon as possible**.
- All appointments that need to be rescheduled must be approved by the instructor. Students will need to provide approval from the instructor of the new time and date. Once a new time and date have been approved, the student must contact the DRC Testing Center to reschedule their appointment. Examples of approval include:
 - Email or phone call from the instructor to the DRC Testing Center.

CANCELLATION & NO-SHOW POLICY

- Students are responsible for canceling appointments by phone, email, or in person. If the student fails to cancel their appointment, the appointment will be marked as a no-show.

- After **two (2) no-shows**, the student will need to meet with the DRC Counselor or Director to get testing accommodations re-instated.
- Only the student, instructor, or approved person(s) as indicated by the student on DRC's Consent to Release Information form are allowed to cancel testing appointments.

NO APPOINTMENT POLICY

- Test/exam appointment requests not made **five (5) business days** in advance will need to be reviewed by the Testing Center Coordinator.
- Students attempting to take tests/exams not scheduled in advance will have their tests/exams administered at the discretion of the Testing Coordinator based on availability.
- Availability is determined by space, time, and other approved accommodation needs.
- After **two (2) "no-appointment" incidents**, the student will need to meet with a DRC Counselor or Director to get testing accommodations re-instated.

ONLINE COURSES

- Students requesting online proctoring must contact the DRC Testing Center **five (5) business days** in advance to arrange a one-on-one online proctor. Failure to request test/exam appointment(s) through the DRC Testing Center may result in accommodations not being supported.
- All online proctoring will be conducted via Zoom.
- Students who are taking online courses that do not require a one-on-one proctor but would like to utilize the DRC Testing Center for their test/exam, **must follow the standard appointment request procedure**.
- Students taking an online test/exam that is not being proctored should check if exam accommodation has been applied. We recommend students to check 24 hours before the scheduled test/exam time. Contact the instructor via their preferred method of communication (ex. email, Canvas, etc.) and the DRC Testing Center if the extended time has not been applied or applied with the incorrect amount of time.
- **DO NOT START THE TEST/EXAM** if the approved accommodation(s) has not been applied. Contact the instructor and the DRC Testing Center immediately informing them that the accommodations have not been applied for the test/exam.

ALTERNATIVE & ASSISTIVE MEDIA/READERS/SCRIBES/AIDES

- Students must notify the DRC Testing Center at the time of requesting a test/exam appointment if they would like to utilize an approved reader, scribe, or assistive and alternate media.

- A reader or scribe **will not be scheduled or available on the test/exam day unless requested in advance. A minimum of five (5) business days is needed to allow the DRC to secure a reader or a scribe.**
- **Please note, test/exam appointments that require a reader or scribe made after the five-day deadline may not be supported.**
- The DRC would like to encourage students approved for readers and scribes to utilize available assistive technology and alternate media. Students seeking approval and training in alternate media and assistive technology should contact their DRC counselor.
- Approved Student Aides are only allowed to assist with personal hygiene or matters involving student safety. Refer to DRC's Student Aide forms.

TEST/EXAM METHOD OF DELIVERY

- The DRC Testing Center and instructors are responsible for the delivery of tests/exams to and from the DRC Testing Center.
- **Students are not allowed to deliver tests/exams to the DRC Testing Center or return completed tests/exams to their instructor.**

DAY OF ON-CAMPUS TEST/EXAM

- Students are expected to arrive to take their appointment **five (5) to ten (10) minutes** before the scheduled start time to allow ample time for check-in. All students will need to check in with the DRC Testing Center Assistant and provide a picture I.D. **If the student arrives more than 15 minutes late, the Testing Center Coordinator will need to be contacted for approval.** Should there be extenuating circumstances surrounding the late arrival, contact DRC's Testing Coordinator immediately.
- All personal belongings not approved for use during the test/exam including books, notes, backpacks, purses, calculators, food/drink (unless approved), smart devices (ex: Apple Watch), etc. will need to be placed in the storage areas.
- **Cell phones** need to be **turned off.** Cell phones must be given to the Testing Center staff upon check-in or placed with the student's belongings in the designated lockers/spaces before entering the testing area.
- Only instructor-approved items (books, notes, etc.) may be taken into the testing area.
- If a memory aide has been approved as an accommodation, please refer to our [Guide for Implementation for Students and Instructors](#) for more information.
- Any notes used during the test/exam will be photocopied and provided to the instructor.
- The DRC will provide scratch paper, and this will need to be turned in with the test/exam.
- Talking, whispering, gum-chewing, pencil tapping, etc., may be distracting to other students who are testing. Students exhibiting distracting behavior will be notified of this by the proctor or Testing

Coordinator. If the behavior continues, the student will be required to meet with a counselor before being permitted to take tests/exams in DRC's Testing Center.

- The DRC provides new earplugs to use for free.
- Food and drinks are not allowed in the testing room, except for water bottles with a closeable lid. Students who require food during the exam are permitted to exit the testing room and consume their food in the lobby of the Testing Center (unless the instructor has indicated that this is not allowed).

ACADEMIC INTEGRITY

- Please note that DRC staff monitor a live video camera feed that records activity in the DRC Testing Center. Close monitoring is conducted in private rooms. All incidents of cheating, suspicious activity, or other academic dishonesty will be documented and reported to the instructor. Cheating is a violation of the [Standards of Student Conduct \(AP 5500\)](#) and may result in suspension or expulsion. Should the student violate the terms agreed upon between the student, the instructor, DRC and Palomar College, testing accommodation services may be suspended. Please refer to [Palomar's Student Discipline Procedures \(AP 5520\)](#) for more information.

DISRUPTIVE BEHAVIOR

- Students are to always adhere to [Palomar College Student Code of Conduct](#). All violations will be documented and reported to the Office of Student Affairs and the DRC Director.

BREAKS

- Students are encouraged to use the facilities before starting a test/exam.
- If restroom/nutrition breaks during testing is an approved accommodation, the student must leave all testing materials at the DRC Testing Center as they are not allowed to leave with test/exam materials or personal items after the testing appointment has begun. Cell phones or other personal devices/materials will need to be left at the DRC Testing Center while the student uses the facilities or takes a nutrition break.
- Students approved for a nutrition break must have their snack already in their possession. Students are not allowed to leave the DRC Testing Center to buy a snack at a vending machine or campus cafeteria.
- Students will have **ten (10) minutes** to use the facilities. Time exceeding ten (10) minutes will be documented and reported to the Testing Center Coordinator. Any unusual activity or unusual length of time taken for the break will be documented and reported to the instructor. **Testing time will not be paused** during break (unless "restroom breaks, clock stopped" is an approved accommodation on your Authorized Academic Accommodation Letter). If the instructor does not allow restroom breaks during the duration of the test/exam, the DRC will need to follow the instructor's request, unless restroom

breaks are an approved accommodation. The Testing Center Assistant will notify the student at the beginning of the test/exam appointment if restroom breaks are not allowed.

- Students experiencing disability-related episodes which require breaks during a test/exam but have not been approved, must notify the Testing Center Coordinator immediately.

TIME ALLOWED DURING EXAMS

- Time will be determined based on the standard time for the test/exam provided by the instructor. The standard test/exam time will then be adjusted based on the student's approved extended time accommodation (time and a half or double time). If the instructor does not provide a standard time for the test/exam, the Testing Center staff will make an attempt to obtain this information via email or phone.
- The student's test/exam time will start when the student arrives at their designated seat in the Testing Center. The students are responsible for monitoring their own time. Students are encouraged to use the clock in the room or on the computer, if applicable, or a personal timer, provided by the DRC, to monitor their time independently. Personal timers can be requested at any time during the test/exam.
- When the student's time has expired, the proctor will notify the student. If the student continues to work on the test/exam after the allotted time has expired, the proctor will make a note that the student neglected to stop despite being instructed to do so. It is the instructor's discretion if the student will receive credit for the test/exam.
- If the student runs out of time, it will be noted; the instructor is not required to allow the student additional time to complete the test/exam. If the student would like to request additional extended time, the student will need to make an appointment with a DRC counselor to discuss an accommodation request/revision.
- The Testing Center staff are not allowed to extend time or adjust accommodations if the test/exam was not completed during the scheduled time. If a student would like to request additional extended time for subsequent exams, they need to make an appointment with a DRC counselor to discuss this accommodation request/revision.

UPON COMPLETION OF TEST/EXAM

- All materials must be turned into the proctor, including test/exam, scratch paper, and notes (if approved).
- Once the test/exam has been handed over to the proctor, it will be placed in a sealed envelope, and it will not be able to be given back to the student. If the student would like to make corrections or add information, the student will need to make arrangements with the course instructor.
- The DRC will return the test/exam to the instructor or department in accordance with the course instructor's preferences.

TESTING CENTER CONTACT INFORMATION

Testing Center Professionals

Cynthia Cordova

Testing Center Coordinator

Ccordova1@palomar.edu

Alma Vasquez

Testing Center Assistant

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Rebecca Sterling

Testing Center Assistant

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Dr. Shauna Moriarty

DRC Director

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Location

NA-2

drcproctor@palomar.edu

760-744-1150 ext. 3939

Hours of Operations

Monday-Thursday

8:00 am to 5:00 pm

*After 5:00pm by Appointment Only

Friday

8:00 am to 2:00 pm