

Midterm exams: Monday - Friday 8:00am to 5:00pm  
Final exams: Monday - Friday 8:00am to 9:00pm;  
Saturday 8:00am to 5:00pm

**SERVICES FOR STUDENTS WITH DISABILITIES  
ACADEMIC SUPPORT CENTER (ASC)  
1213 STUDENT SERVICES BLDG. (951) 827-3028**

### **ASC EXAM PROCEDURES**

**Students:** It is your responsibility to request exam arrangements in a timely manner and to make sure the completed and returned Exam Authorization form is correct and complete. The ASC will schedule your exams using the information provided on the Exam Authorization form.

#### **Follow the steps below to take exams at the Academic Support Center:**

- Complete the Services Request Form to receive an Accommodation Letter to Faculty and/or an Exam Authorization Form. Return completed request form to Rebecca Aguiar at 1213 Student Services Building. The Accommodation Letter and/or Exam Authorization form will be ready for you to pick up after 48 hours (excluding weekends).
- Know your class schedule and if changes need to be made before meeting with the instructor. Do you have a schedule conflict that will interfere with extended test time accommodation (e.g. back to back classes, class ends at 5:00pm or later, final exams from 7pm to 10pm, overlapping final exams)? If yes, discuss an alternate exam time with instructor. Your instructor must agree and his/her approval must be in writing.
- Meet with your instructor during office hours or schedule an appointment to complete the Exam Authorization form. **DO NOT** ask your instructor to complete the Exam Authorization form before or after class. Discuss any schedule conflicts at this time.
- Read over the Exam Authorization form to confirm exam dates are correct and that you understand what materials you are allowed to use during the exam. Bring materials such as, Scantrons, Blue Books, pencils, pens, etc. as required. You will need to advise the ASC whether you will need to use a: computer, Writer, Reader, adaptive equipment, or other approved accommodation for your exams.
- Return the completed Exam Authorization Form to the ASC one (1) week before the exam date. The ASC will not accept Exam Authorization Forms or requests for exam arrangements beyond the 9<sup>th</sup> week of classes. If these deadlines are not met students will need to take the exam with the class or try to make other arrangements with the instructor.
- Exam date/time adjustments can be made on the Exam Authorization Form, the Exam Schedule Adjustment Form (located at the ASC) or via email. Instructor's approval must be in writing with a signature.
- Return faculty approved date/time adjustments to the ASC at least three (3) business days prior to the revised date, but not later than the end of the 9<sup>th</sup> week of classes.
- To cancel an exam, or if the instructor changes the date of an exam, contact the ASC as soon as possible so that we may adjust our exam schedule.

Should you encounter difficulty in completing the Exam Authorization Form, or if you have any questions, please contact the ASC immediately for assistance.

#### **Please be aware of the following:**

- Extended test time is added to the end of the class period unless an alternate time/date has been approved, in writing, by the instructor.
- All exams will be administered at the scheduled time. Exam time will not be extended for late arrival.
- Exams will not be administered if the student is more than fifteen (15) minutes late, without prior notice/approval.
- Instructors will be notified of late arrivals and no-shows.
- Studying is not permitted during the scheduled exam time.
- Only items allowed in the testing rooms are either ASC or faculty approved.
- No electronic items are allowed without prior approval of the ASC or faculty.
- All belongings must be stored in the ASC lockers. Turn off cell phones, do not set to vibrate.
- Be prepared to present a photo I.D.

**Academic Dishonesty:** If a student is caught cheating or suspected of cheating on an exam administered at the ASC, the exam will be stopped and all information will be turned over to the instructor of the course for his/her discretionary action. For more information please read the Academic Integrity Guidelines at [www.senate.ucr.edu](http://www.senate.ucr.edu).

**ALL ACADEMIC SUPPORT CENTER CORRESPONDENCE WILL BE DONE VIA UCR WEBMAIL.  
BE SURE TO CHECK YOUR UCR WEBMAIL ACCOUNT REGULARLY.**

**THANK YOU!**

March 2010