DRC EXAM INFORMATION FOR PROFESSORS

- 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

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<th>COMPUTER EXAM</th>
<th>PAPER IN CLASS EXAM</th>
<th>TESTING CENTER EXAM</th>
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<tr>
<td>Exam Password required:</td>
<td>Exam Delivery Options:</td>
<td>DRC will obtain the paper test or password from the TC.</td>
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<tr>
<td>✓ Email exam password</td>
<td>✓ Deliver to DRC</td>
<td>✓ Extend time in Canvas</td>
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<td>✓ Email semester password</td>
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<td>✓ Extend time in Canvas</td>
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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.