



POLICY REGARDING COPYING TESTS

The Disability Resource Center Test Accommodations Office does not copy tests or exams by this office except during cases of believed academic dishonesty or other exceptional circumstances.

1. The DRC is responsible for the security of tests administered through the Test Accommodations Office.
2. The DRC Test Accommodations Office staff is responsible for organizing and recording pick up and delivery of tests and exams based upon written instructions from instructors on Test Accommodations forms.
3. Tests or exams will be hand delivered to instructor or recipient for instructor and recipient's signature will be obtained on Test Return Information sheet.

Note: Once a test or exam is returned to instructor or recipient for instructor (as shown by signature on Test Return Information Sheet) the DRC is no longer responsible for test or exam.

4. At instructor's request, tests or exams may be faxed. If faxed, original test will be delivered to the professor's office or department office.

Note: Written permission from instructor is required for any exceptions to this policy.

Revised: July, 2007 Found in DRC Procedures