

DRC Updates

With the recent re-opening of campus, there are some changes to the DRC procedures that we'd like to make everyone aware of:

- **Testing**...the DRC will be opening the Testing Rooms on a **very limited** basis. Due to COVID-19 restrictions, new procedures are in place for testing and the rooms will only be available to **DRC students who have no other adequate testing options available**.

Faculty Responsibilities:

- **Scheduling testing appointments:**

- o Due to the limited space, we are requesting that professors select testing windows for their students. (We have very limited resources at the DRC and in response to COVID-19, those resources have been restricted even more.)

- For Monday/Wednesday Classes

- The student will be able to take the exam either Monday, Wednesday, OR Tuesday of that same week.

- For Tuesday/Thursday classes

- The student will be able to take the exam Tuesday, Thursday, OR Friday of that same week.

- For Exams occurring on Fridays

- The student will be able to take the exam either Thursday, Friday, OR the following Monday.

- Other option: The student will be able to take the exam at any time on Exam date (NOTE: we may ask the student to contact you for an exam date change due to availability)

Professors cannot require students to take tests at the DRC if other options (such as testing from home through Canvas) are available to the rest of the class.

Student Responsibilities:

- All tests will end at the assigned time regardless of time started (unless through the error of the DRC). Students will need to **arrive 15 - 20 minutes prior** to the start time to ensure adequate time for set-up. Students will only be allowed to schedule one test per day unless approved in advance by the DRC.
- It is the **student's responsibility** to work with their professors for any changes in test times and to check their MyDRC regularly to ensure tests have been approved for the date/time requested.
- Late requests (less than **7 business days** in advance) will be automatically denied unless there are mitigating circumstances approved by the DRC.
- Since all testing is currently being conducted online, it is the student's responsibility to reach out to professors prior to the test date to ensure that any approved time extensions are in place. The DRC does not have access to Canvas accounts and it is the **professor's responsibility to extend test times based on the approved accommodation**.

- Students must select the **CORRECT** exam type when submitting requests. This will ensure that the DRC can prepare for the exam appropriately.

The DRC understands the stress and concern both students and faculty may have during these difficult times. It is our mission to continue to serve our students as best we can while adhering to all Covid-19 related policies. Due to the ever-changing nature of conditions related to the virus, please know that our policies and procedures may be altered without notice in response to new college, local, and state-wide mandates. Remember that kindness and flexibility are key, and that the DRC is doing what we can within our power to ensure that we meet the needs of our students and the responsibilities of our mission.