



Disability Access and Education

Distraction-Reduced Setting for Exams

Student Responsibilities

- Communicate with the professor at least three days in advance to say that you need to use your test-taking accommodations.
 - Include appointment times
 - Email communication is preferred so there is a record.
- For in-person proctored exams arrange time and location in advance.
 - Academic Success Center on the main campus
 - Use the Moodle link [ASC Exam Proctoring Appointment](#)
 - Regional campus front desk
- Arrive on time with all appropriate materials.
- If unable to take your exam as planned, contact the professor and ASC or regional campus staff to change arrangements.
- If the location still has too many distractions, please let DAE staff know immediately.
 - We can provide ear plugs or other sound mufflers.

Professor Responsibilities

- Deliver exam by hand or email before the student's scheduled exam time.
 - For the ASC: academic.success@fresno.edu
 - Or to regional campus front desk
 - Include all instructions including time limits, additional materials allowed, etc. for exam administration
- If an alternate exam is needed to protect integrity, it must be in the same basic format with the same type of questions as the regular exam.
- Collect the exam after it has been completed.

Things to Keep in Mind

- A faculty office is never considered "distraction-reduced."
- Students testing in the ASC are monitored by video camera with all materials in view.
 - Exams accessed through Moodle present limitations to oversight provided by EP room/cameras. Contact the Academic Success Administrator or Director of DAE with any concerns or questions.
- Students testing at regional campuses will be in an empty class or conference room.
 - Staff will monitor at random intervals.
- Cell phones, smart watches, and materials not required for testing are not allowed in the testing room.
- A combination of student's schedule and availability of proctoring rooms may not allow for the test to be taken at the same time as the rest of the class.
- A student must be allowed to use accommodations without penalty for factors beyond their control.