



## Testing Agreement

### Student Responsibilities:

- Have appropriate verification of disability on file with the DRC office.
- Prior to the start of the term, complete the Academic Adjustment Request Form for the respective term.
- The DRC will email your instructor(s) a “Letter to Instructor” to notify them of your testing adjustments.
- Follow the Norco College Code of Conduct. Any cheating will be immediately reported to the instructor, the DRC Director, and the Dean of Student Life.

### For Online Courses:

- Once your Letter to Instructor has been emailed out, your instructor(s) should then adjust your test time accordingly.
- If you notice that your extended test time has not been added, please start by emailing your instructor to clarify prior to starting the test. If your instructor does not respond to your request, you can contact our office at 951-372-7070 or [drc@norcollege.edu](mailto:drc@norcollege.edu).

### For In-Person Courses:

- Confirm the correct date and time of the exam before scheduling it with the DRC.
- Complete the online Test Adjustment Request Form a minimum of **5 Business Days** (1 calendar week) in advance.
- Students must be on time for their exam appointment. In the event that a student is late, that time may be deducted from their remaining exam time. Rescheduling of exams must be coordinated with the instructor.
- Bring the proper testing materials with you on the day of the exam. No cell phones, smart watches, earbuds, or electronic devices. Purses, backpacks, and other baggage are to be stored in a secure, designated space in the testing room.
- No food or drinks will be permitted unless it is an approved academic adjustment.
- Follow any special instructions provided by the instructor and proctor.
- Be aware that the testing area may use video/audio monitoring while exams are in session.
- Be considerate of other students testing. Remain quiet when entering/leaving the testing area.

I have read, understand, and accept the conditions as stated.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DRC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_