

Distraction-Reduced Setting for Exams

- Student responsibilities:
 - Arrange time and location:
 - Academic Support Center
 - Contact the Coordinator at 453-5520 or crystal.shipley@fresno.edu
 - Or the front desk of a regional campus
 - Allow enough time to use your entire allotted time
 - Communicate with the professor:
 - At least three days in advance
 - Where and when you plan to take your exam
 - 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 SSD staff know immediately.
 - We can provide ear plugs or other sound-mufflers
- Professor responsibilities:
 - Deliver exam by hand or email to ASC or regional campus front desk before student's scheduled exam time.
 - A faculty office is never considered "distraction-reduced"
 - If an alternate exam is needed to protect integrity, it must be the same basic format with the same type of questions as the regular exam.
 - Provide complete test administration instructions.
 - Collect the exam after it has been completed.
- Things to keep in mind:
 - Students testing in the ASC are monitored through a window in the door or via video camera with all materials in view.
 - Student is either in a solo room or a partitioned section of a larger room.
 - Cell phones, smart watches, and materials not required for testing are not allowed in testing room.
 - A combination of student's schedule and availability of 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 his/her control.