

## THE SHAC TESTING OFFICE

The SHAC Testing Office is an option for instructors/students to use to assist faculty in providing the required testing accommodations indicated on the students "Approved Academic Accommodations" form. It is not a requirement that students and faculty use our services. Faculty may opt to provide the accommodations themselves. For questions about student accommodations please contact the Disability Resource Center at 503-725-4150; or for questions about testing/proctoring procedures, contact the Testing Office at 503-725-5301

## SHAC TESTING OFFICE HOURS

The Testing Office is open Monday-Friday from 8:00-5:00. All exam proctoring will be done within these hours of operation. If a class is conducted outside of these hours, the student and faculty must discuss whether the faculty will provide the accommodations or whether the student will take the exam in the Testing Office between 8:00-5:00.

## RESCHEDULING AN EXAM

Exams will not be rescheduled past the deadline without the instructors' approval. If, for any reason, you cannot take the exam at the scheduled time, you will need to first: notify your instructor as early as possible and second: contact the Testing Office to cancel your appointment. If your instructor extends the deadline, you must then call the Testing Office to reschedule your appointment. **You are responsible for rescheduling you exam.**

## QUESTIONS ABOUT YOUR ACCOMMODATIONS?

*For questions about the accommodations granted:*

Contact the Disability Resource Center,  
**503-725-4150**

*For questions about test proctoring and procedures:*

Contact the Testing Office,  
**503-725-5103**

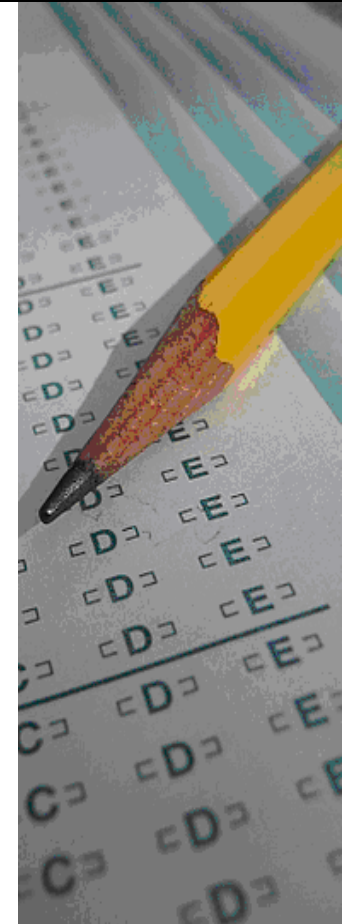


SHAC Testing Services  
Website: [testing.pdx.edu](http://testing.pdx.edu)  
310 University Center Building

Portland State University  
527 SW Hall, Suite 310  
Portland, Oregon

Phone: 503-725-5301  
Fax: 503-725-2551  
Email: [testing@pdx.edu](mailto:testing@pdx.edu)

## A Guide for Students about DRC Test Proctoring with the SHAC Testing Office



Portland State University  
SHAC Testing Services  
527 SW Hall Street, Suite 310  
University Center Building  
Phone: 503-725-5301  
Fax: 503-725-2551  
Email: [testing@pdx.edu](mailto:testing@pdx.edu)  
Website: [testing.pdx.edu](http://testing.pdx.edu)

## Flow Chart

After you have received approval for accommodations...

1. It is your responsibility to visit the DRC Office and complete the Service Request form at the beginning of each term. You will list your schedule of classes and the accommodations that have been authorized for you by the DRC Office.
2. Meet with your instructor at the beginning of each quarter to deliver the DRC Faculty Letter prepared for you by the DRC Office at the beginning of each term and discuss the testing process and your particular accommodations needed with your instructor.
3. Contact the Testing Office five (5) days in advance to schedule your appointment.
4. Remind your instructor five (5) days prior to your exam date that your plan to take your exam in the Testing Office.
5. Request your instructor go online and download a proctoring form from our website, [testing.pdx.edu](http://testing.pdx.edu), and attach it to the exam. The proctoring form and exam can be hand delivered, faxed (503-725-2551), or emailed ([testing@pdx.edu](mailto:testing@pdx.edu)) to our office before your scheduled appointment.
6. Check with the Testing Office the day before or morning of your appointment to ensure we have your testing materials.
7. On the day of the exam, arrive on time and ready to take your exam. Make sure you bring any allowed testing items such as a bluebook, scantron, or calculator.

**Student meets with DRC counselor to (1) discuss test accommodation needs, (2) discuss service options available (instructor provides accommodations or Testing Office provides accommodations), and (3) complete DRC Faculty Letter**



**Student meets with each instructor at the beginning of each quarter to deliver the DRC Faculty Letter prepared for you by the DRC and discuss the testing process and your needs.**



**Instructor provides test accommodation without SHAC Testing assistance.**



**Instructor and student choose to use SHAC Testing Services.**



**Student contacts the Testing Office 5 days in advance to schedule appointment. Student reminds instructor 5 days in advance that they will be taking their exam in the Testing Office.**



**Instructor fills out a proctoring form, and delivers the proctoring form and exam to the testing office prior to student's testing appointment.**



**Student arrives at Testing Office on their scheduled day and time ready to take their exam!**