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## ***Q: Where can I pick up exams?***

The Testing Center offers various ways that an exam or quiz can be returned to the professor.

### 1. In-person pick up

#### University City (Main Campus)

Academic Building

3225 Arch Street

Suite 015

Philadelphia, PA 19104

(Entrance can be found next to Drexel Police  
Department)

#### Center City

3 Parkway Building

1601 Cherry Street

Suite 1041

Philadelphia, PA 19102

### 2. Scan/ email version of completed exam/quiz

## ***Q: Why is there a 5-day requirement for scheduling exams?***

Students are required to schedule their exam/quiz at least five (5) days in advance for administrative purposes, such as scheduling a proctor and testing location. By doing so, this will help ensure that a student will be properly accommodated for their upcoming exam/quiz.

## ***Q: How does the Office Disability Resources uphold academic integrity during test proctoring?***

The Testing Center abides by Drexel University Code of Conduct to preserve academic integrity. If there is a suspected violation of the Code of Conduct, the Testing will notify the professor via Drexel email. Any further actions, such as reporting to the University Conduct Board, will be at the discretion of professor.

## ***Q: Who is responsible for adding additional time onto a student's electronic exam?***

If a student has the accommodation of extended time on exams/quizzes and the exam/quiz is electronic (e.g., BlackBoard), professors are required to adjust the student's time prior to the student's scheduled testing appointment. The ODR Testing Center is NOT responsible for adjusting the time. If a professor needs assistance with adjusting the time on the electronic exam, please contact IT Support at [itg@drexel.edu](mailto:itg@drexel.edu).

**If you have additional questions, please email the Testing Center at  
[testproctoring@drexel.edu](mailto:testproctoring@drexel.edu)**