

INSTRUCTIONS REGARDING STUDENTS TAKING TESTS ON A COMPUTER DUE TO A DISABILITY OR HEALTH ISSUE

Procedure (applies to midterms (Contrôle continu – CC) and finals (Examens Terminaux – ET)):

1- The student with a disability or health issue must let their professors know about their accommodations (here: a computer loan) as soon as their disability/health issue is known to the Disability Services, and at the latest 6 days before the exams for midterms (CC). The relevant departments will also have to be informed as soon as the disability/health issue is known, and for finals (ET) at the latest 7 days after the finals schedule is published.

2- The student must request the computer from the Disability Services themselves, by email (relais-handicap-examen@univ-rennes2.fr), at the latest 6 days before the exams for midterms (CC) and for finals (ET) at the latest 7 days after the finals schedule is published.

3- The student must pick up the computer and its sealed case themselves at the Disability Services (30 minutes maximum before the beginning of the exam)

4- The student takes their exam with the rest of their class and saves their answers on the computer as well as on the USB drive provided (or the supervisor's drive). For finals (ET), in order to stay anonymous, do not write your name in the file itself, only in the file's name, and fill out a blank exam sheet in which your printed answers will later be placed by the supervisor.

5- The supervisor recovers the exam file in the USB drive the student used.

6- After the end of the test, the student drops off the computer at Disability Services.

7- The Disability Services save a digital copy of the exam answers.

8- To return the USB drive to the Disability Services, the supervisor uses the provided envelope, addressed to Disability Services by the internal mail system.

Warning: if a student benefits from accommodations including the use of a computer AND another accommodation (such as an isolated room), the student will take their exam on the Disability Services premises. Please refer to the student's official notification of accommodations where you will find either "Takes tests on the Disability Services premises" or "Does not take tests on the Disability Services premises". These notifications are systematically sent to the student's department.

Loaned equipment:

- Laptop labeled "Disability Services" (Relais Handicap) – without wifi
- 1 power cord / 1 sealed computer case / 1 pair of scissors
- USB drive (one or several per computer case if several exams are taking place)
- user instructions / Disability Services contact information
- envelope addressed to the Disability Services for return via internal mail.

Contact for computer requests: relais-handicap-examen@univ-rennes2.fr

Disability Services contact : relais-handicap@univ-rennes2.fr

Phone numbers: 13 86 / 13 97 / 20 66

Website : <https://www.univ-rennes2.fr/devu/relais-handicap>