

PITT Pharmacy Testing for DRS Accommodations or Make-Ups

Testing in Compliance with Office of Disability Resources and Services (DRS)

The School of Pharmacy collaborates with and implements student-specific guidance as provided by the University of Pittsburgh Office of Disability Resources and Services (DRS) (<https://www.wellbeing.pitt.edu/disability-access/disability-resources-services>), the unit charged by the University to determine reasonable accommodations and services for support of students. The PharmD Program Director/Associate Director are available to work with students and coordinators for efficient support of testing processes.

Students are responsible (in each academic term well in advance of course testing) for meeting with DRS personnel, providing information to maintain eligibility for services, and identifying to DRS personnel the names of academic term course coordinators, the PharmD Program Director and the Associate Dean for Student Success to receive DRS-provided confidential information. The student is responsible to work with program directors and course coordinators for planning at least one week in advance of any scheduled assessments.

Testing in the Doctor of Pharmacy program, in compliance with DRS Office recommendations, utilizes ExamSoft/Examplify-based online testing to be scheduled during class testing sessions, unless:

- proctors and room unavailable
- extended testing time will interfere with subsequent class meeting times
- significantly extended (> 50%) testing times

When online testing cannot be used, students must work with course coordinators **at least 1 week in advance** of scheduled testing to arrange either:

- In-person exams on paper in the University Testing Center requiring reservations well in advance of exam dates.
 - Coordinators may authorize alternative days/times for test-taking via email to the Testing Center. Otherwise, students must complete tests on day/time of scheduled tests.
- In-person exams using Examplify in Salk Hall during the weekly make-up period (see below)

Make-Up Testing/Assessment

No testing is permitted in advance of scheduled test days/times. In situations including serious personal or family illness, death in the family or other extenuating situations preventing test-taking, students must contact the PharmD Program Director or Associate Dean of Student Success as soon as possible to discuss and obtain approval for excused absences to qualify for make-up testing. Coordinators will be notified of approval of excused absences while maintaining confidentiality.

In situations of acute illness within 24 hours of planned testing, students must contact course coordinators prior to the exam and subsequently **provide medical excuses** to obtain excused absences to qualify for make-up testing. Students who fail to complete testing due to **unexcused** absences including delayed notification of absence may not be provided with re-testing options.

Students with excused absences or who elect DRS accommodation in Salk Hall may be scheduled by course coordinators to complete testing during the designated “Make-Up” sessions.

- Students are responsible for adjusting personal schedules for the scheduled time period.
- Use of this test time may require students to complete multiple assessments in a week.
- Pre-arrangement by course coordinators are required, with test materials, two days prior to make-up dates.
- Make-up testing cannot conflict with other class sessions

Make-up testing will generally be **completed within 5 business days after the return to class** unless there are extenuating circumstances approved by the course coordinator, program director or Associate Deans for Student Success or Education, respectively. Failure to complete the make-up activity at the specified time without prior communication will result in a grade of zero.

For other types of assessments (e.g., quizzes, lab assessments), the course coordinator will arrange an alternate deadline for the assessment, usually within one week of the missed assessment.

Testing Based Upon Academic Performance

In recognition of the challenges of academic transitions into the professional program, re-testing **in the P-1 professional year only** due to poor test performance may be offered as described below. Re-testing is not permitted for final examinations in the term.

A student who has performed **below 65%** in an objective test may request **one re-test during that course** to be conducted during Make-Up testing time. Re-testing must be requested **within 5 business days of grade posting** during a meeting with the coordinator, with the student bringing a typed self-reflection on causes of poor performance and planned actions to improve going forward.

Re-test content will vary from the original test. The higher of the two grades will be used in determination of course grade and the score will not exceed the threshold equivalent of “C-minus” for the course – generally 70%.

August 2025