How to Schedule Alternative Testing

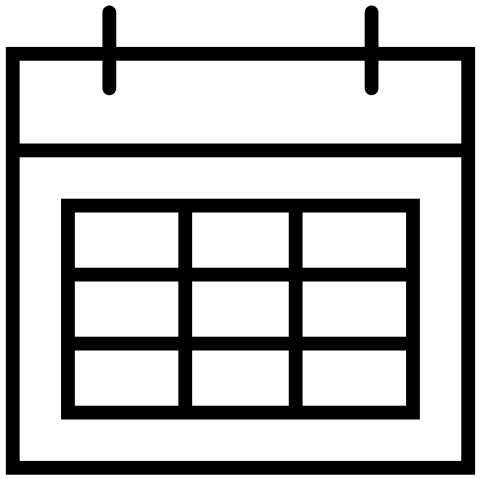
DRC Online

Disability Resource Center

Updated: 12/19/2022

Important Things to Remember

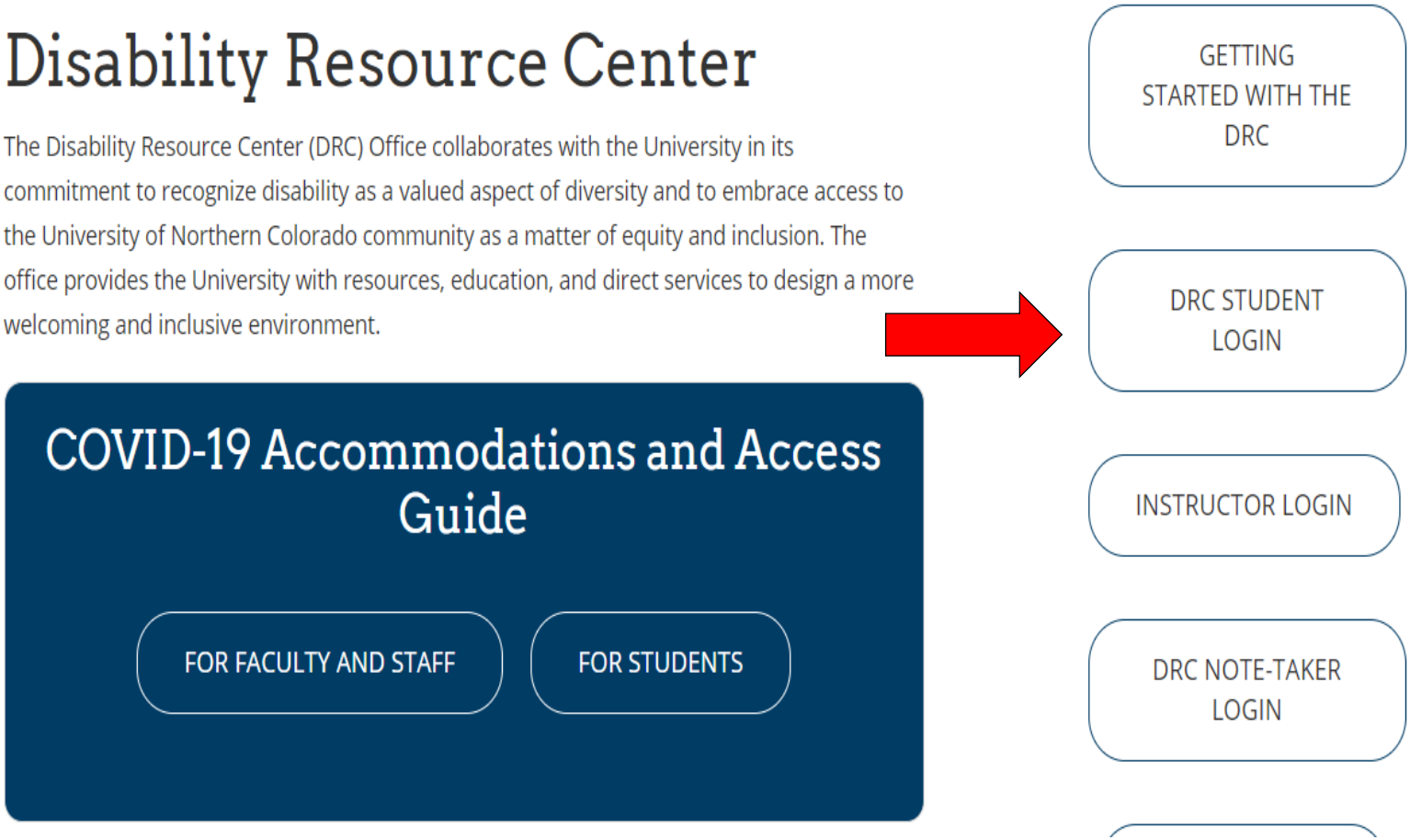
- Exams must be scheduled with DRC 3 business days prior to the date of the exam.
- Exams must be scheduled to overlap with the class period and time, unless prior approval has been obtained from both the instructor and DRC staff.



Log In

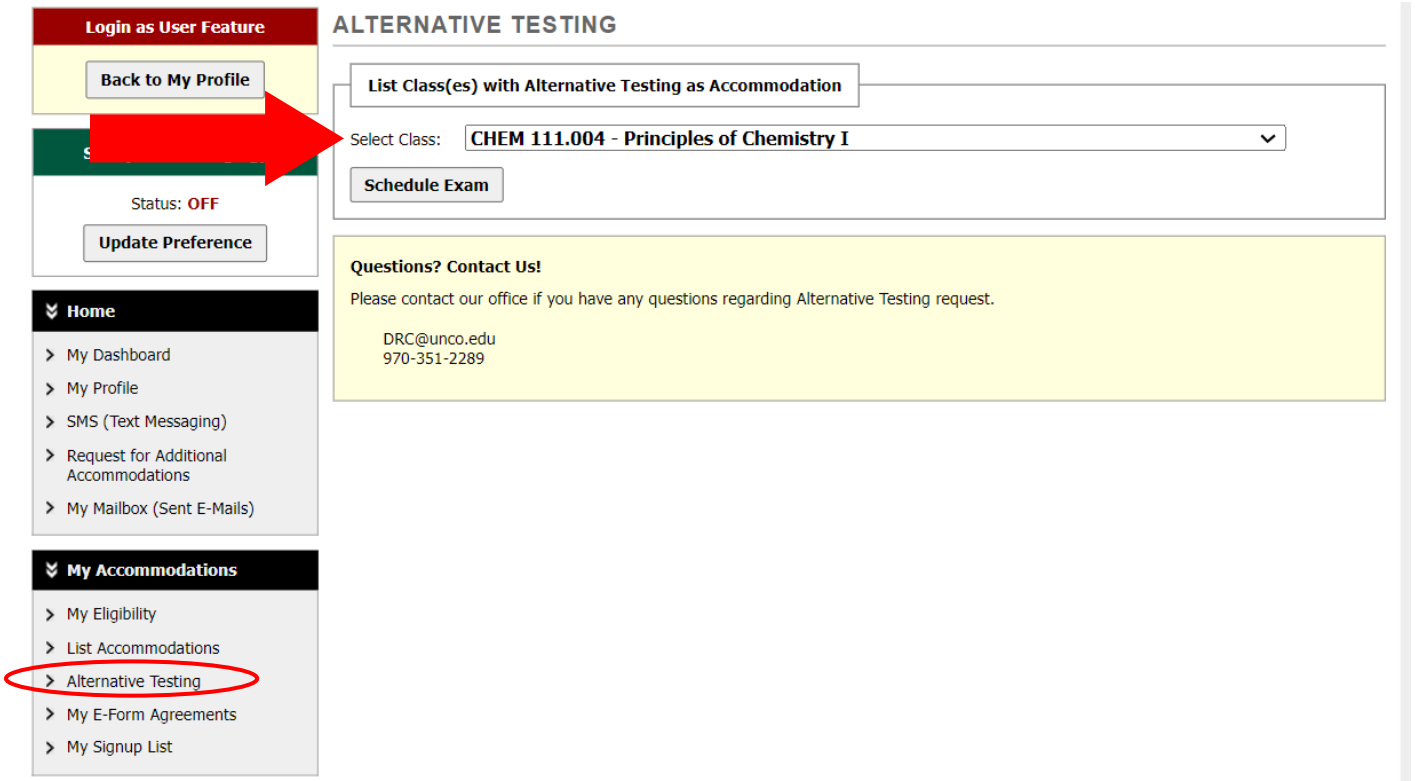
1. Visit the DRC website at unco.edu/dss.

Select the link labeled "DRC Student Login"



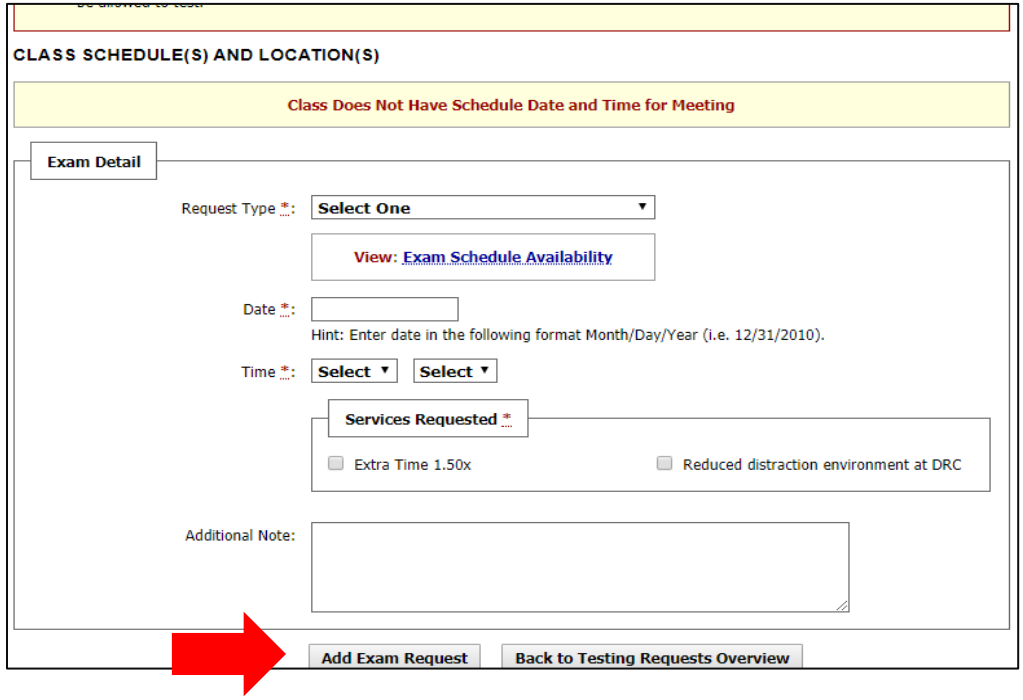
Choose the Course

1. Click the link for “Alternative Testing” on the left side under the “My Accommodations” section.
2. Select the appropriate course from the dropdown menu and click “Schedule Exam.”



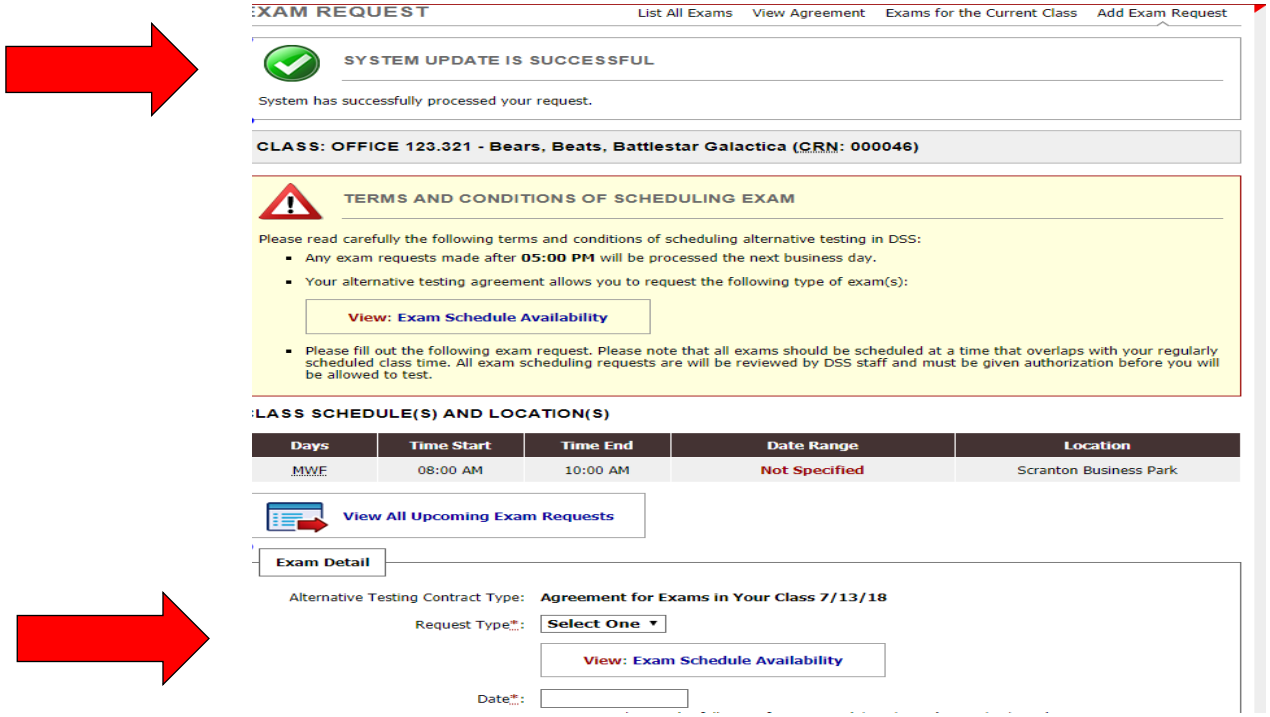
Complete Exam Details

1. Fill out exam details
2. Select the type/location of exam from the “Request Type” dropdown menu
3. Enter the date of the exam.
4. Use drop down menu to enter the time of the exam.
5. Select desired accommodations for this exam from list.
6. Click “Add Exam Request”



DRC Notification

DRC online will notify you that the exam request was successful by displaying a green check mark and the phrase "System has successfully processed your request."



Scheduling an Additional Exam

You are able to schedule another exam from this same page.

Instructor Notification

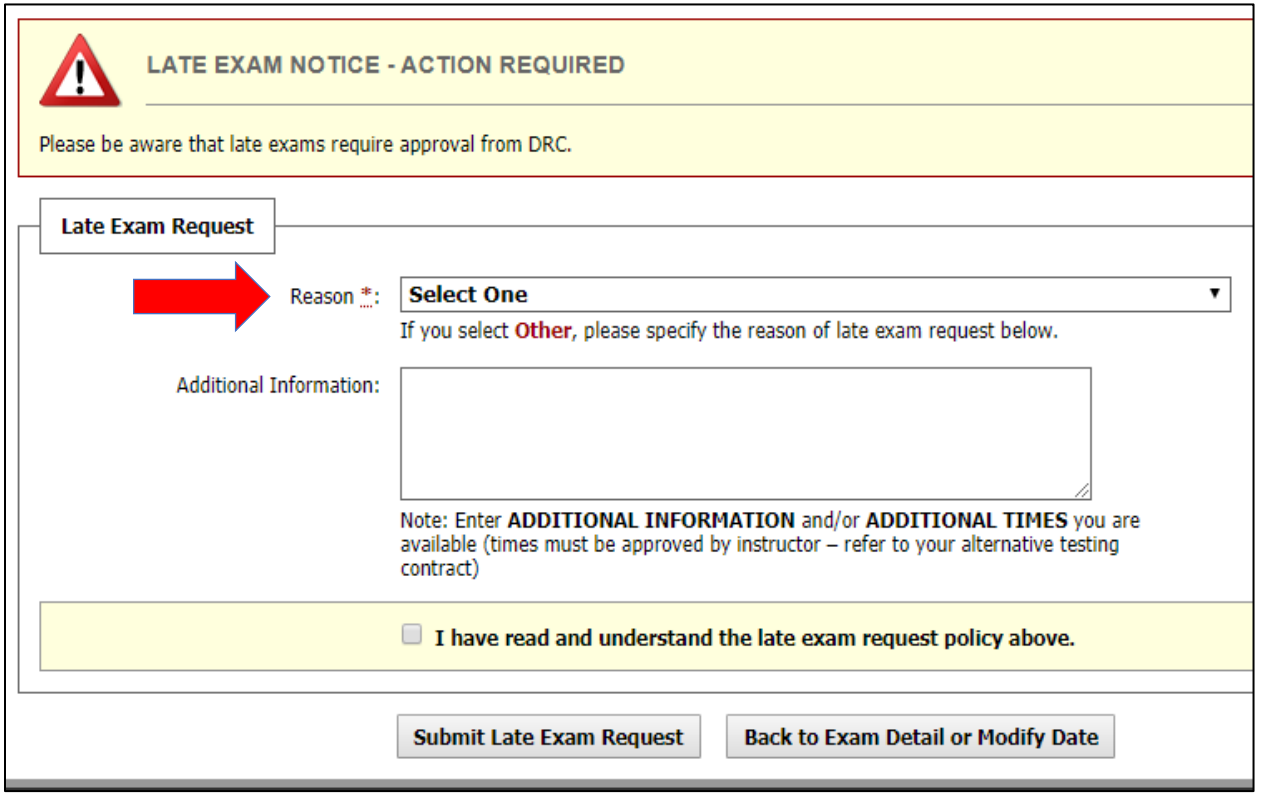
- DRC online will automatically email your professors notifying them that you have scheduled an exam.
- Instructors will be able to upload a copy of the exam as well as any instructions for the exam directly to DRC Online

Reminding Your Professor

- It is always a good idea to remind your professor that they should have received a notification about your exam from our office.

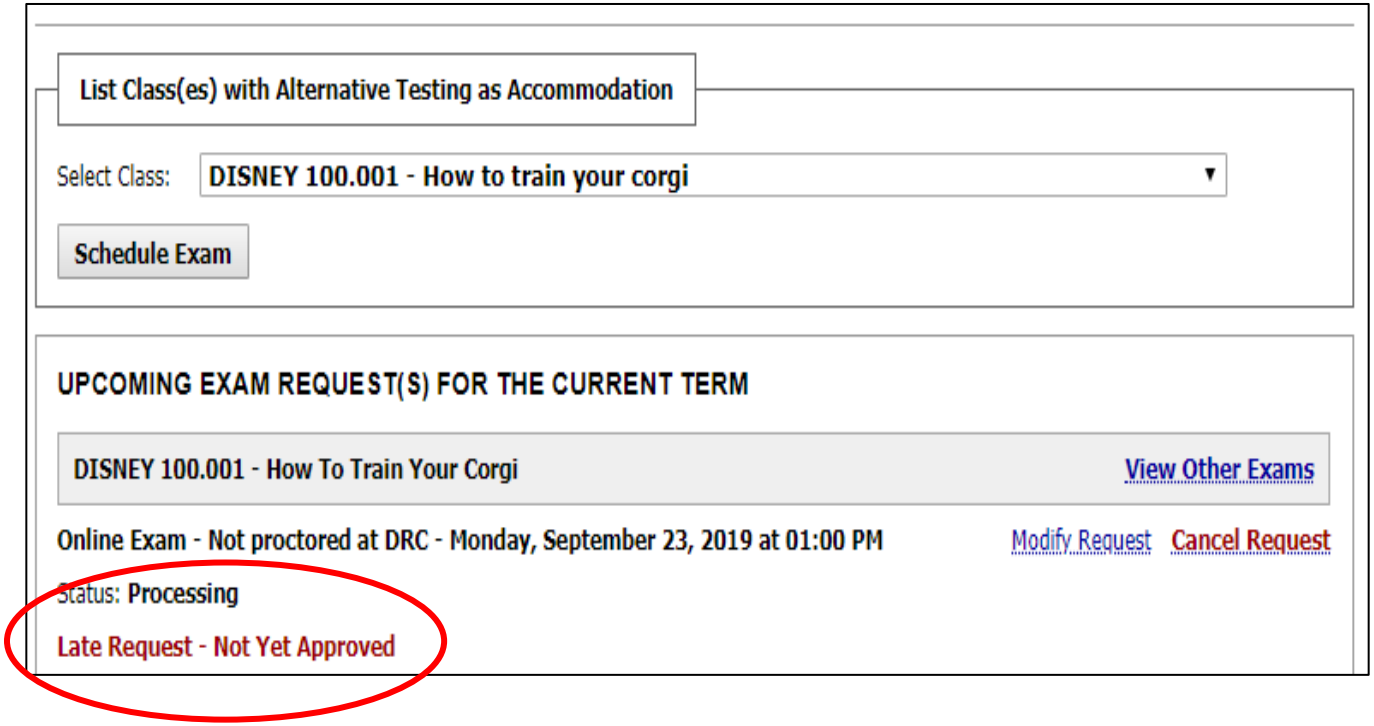
Scheduling an Exam Late

When scheduling an exam within the 3 business days required for notice, you will receive a Late Exam Notice message and be asked to select a late reason from the dropdown menu.



Late Request Approval

- Late requests must be reviewed by a staff member to ensure capability to obtain and administer the exam before full approval
  - You can view status of your request under the Alternative Testing tab under the section "Upcoming Exam Requests for the Current Term."



Please reach out with any questions or concerns.

drc@unco.edu · 970-351-2289

Disability Resource Center

DRC Online Training Materials

Updated 12/12/2023

UNIVERSITY OF NORTHERN COLORADO