

How to Submit Alternative Testing Contracts for UNC Students

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Navigate to <https://www.unco.edu/disability-resource-center/>

More in Disability Resource Center

[Accommodations](#) [Student Resources](#) [Faculty Resources](#) [Our Team](#)

DRC Online Access



[Student Portal Login](#)



[Instructor Portal Login](#)



[Staff Portal Login](#)

Get Started

At the Disability Resource Center (DRC), we recognize disability as a vital part of diversity and a catalyst for equity and inclusion. We collaborate across campus to reduce barriers, expand access, and cultivate welcoming environments through education, resources, and individualized engagement.

Portal Access

2 Click "Instructor Portal Login"

More in Disability Resource Center

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Get Started

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3 Click "Continue to View Student Accommodations"



HOME

- > Online Services Home
- > Help

SIGN OUT >

ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

Confidentiality

The information is provided by the Disability Resource Center for the purpose of educational planning. We appreciate the respect for the student's confidentiality and understanding that state and federal laws prohibit the release of this information to any other person or agency or for use in any manner for any other purpose. Student disabilities are eligible for appropriate services stipulated under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Disability Resource Center has received all necessary documentation that substantiates the student's need for academic accommodations.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

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Alternative Testing

4 Click "Alternative Testing"

[Previous Term](#)
Term: Fall 2026

STUDENTS WHO REQUESTED ACCOMMODATIONS

[REFINE SEARCH >](#)

Records Found: 5 (Showing: 1 - 5) Show Per Page:

View	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	E
							08/23/2026	08/24/2026	
							08/21/2026	08/24/2026	1
							08/18/2026	08/20/2026	1
							08/18/2026	08/20/2026	1
							08/17/2026	08/20/2026	1

QUESTION?

Disability Resource Center

5 Click "Courses without Alternative Testing Contract"



**NORTHERN
COLORADO**

UPCOMING EXAMS

Session Extender: [Enable](#)

» ALTERNATIVE TESTING » **UPCOMING EXAMS**

COMPLETED FILES ALTERNATIVE TESTING CONTRACT

HOME

- > Overview
- > Add Instructor
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing
- > Communication Access
- > Notetaking Services

ALTERNATIVE TESTING CONTRACT

3

Courses without Alternative Testing Contract

Total Courses With Alternative Testing Contract: 0

UPCOMING EXAMS SCHEDULED

THERE ARE NO EXAMS SCHEDULED YET BY STUDENTS

MISCELLANEOUS

Other Available Reports:

- List Students
- All Exams

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

SIGN OUT >

Course Contract

6 Click "Specify" for course

The screenshot shows a web interface for course contracts. On the left is a sidebar with icons and a 'HOME' menu containing links like 'Overview', 'Add Instructor', 'Upload Syllabus', 'Alternative Formats', 'Alternative Testing', 'Communication Access', and 'Notetaking Services'. Below the menu is a 'SIGN OUT' button. The main area has a 'Navigate To:' dropdown set to 'View All Courses' and a 'GO' button. Below this is a 'REFINE SEARCH' button. A table shows 'Records Found: 3 (Showing: 1 - 3)' with a 'Show Per Page' dropdown set to '100'. The table has columns: View, Copy, CRN, Subject, Course, Section, Course Title, Students, Exam Dates, and Meeting Times. Three rows are visible, each with a 'Specify' link circled in orange. The first row is for GNDR 101, the second for GNDR 240, and the third for SOC 240. Below the table is a 'QUESTION?' section with contact information: DRCTest@unco.edu and 970-351-2289.

View	Copy	CRN	Subject	Course	Section	Course Title	Students	Exam Dates	Meeting Times
Specify			GNDR	101	001	Gender and Society	3	None	MWF: 10:10 AM - 11:00
Specify			GNDR	240	001	Gender, Race, Class, and Sexuality	1	None	MWF: 09:05 AM - 09:55
Specify			SOC	240	001	Gender, Race, Class, and Sexuality	None	None	MWF: 09:05 AM - 09:55

QUESTION?
DRCTest@unco.edu
970-351-2289

Contract Submission

7 Read the Alternative Testing Contract and complete the list of questions

The screenshot shows a web interface for contract submission. On the left is a sidebar with a red 'INSTRUCTOR' header, a 'TO MY PROFILE' button, and a list of links: 'w', 'structor', 'Syllabus', 'ive Formats', 'ive Testing', 'ication Access', and 'ing Services'. Below the links is a 'SIGN OUT' button. The main area has a 'Note: Required fields are marked with an asterisk (*)'. Below the note is a 'COURSE INFORMATION' section with a yellow box containing 'Course: SOC 240.001 - GENDER, RACE, CLASS, AND SEXUALITY (CRN:)'. Below this is a section titled 'Information Regarding Alternative Testing Contract' with text about completing the Course Instruction Template and entering exam dates. Below this is a section titled 'Course Instruction for Alternative Testing Accommodation: Responsibilities Agreement' with a 'Purpose' section. On the right is a 'LIST OF QUESTIONS' section with three questions. Question 1 is 'I have read and understand the terms and conditions outlined in the Alternative Testing Contract and the DRC Testing Center policies.' with a 'Yes' dropdown circled in orange. Question 2 is 'My exams are:' with radio buttons for 'Online (Canvas/other)' and 'Paper-based', and an 'Additional Comment' text area. Question 3 is 'Would you like a copy of the approved "cheat sheet," note card, or additional exam materials uploaded/attached with your student's exam?' with a 'Select One' dropdown and an 'Additional Comment' text area.

INSTRUCTOR

TO MY PROFILE

w

structor

Syllabus

ive Formats

ive Testing

ication Access

ing Services

SIGN OUT

Note: Required fields are marked with an asterisk (*).

COURSE INFORMATION

Course:
SOC 240.001 - GENDER, RACE, CLASS, AND SEXUALITY (CRN:)

Information Regarding Alternative Testing Contract

Complete the Course Instruction Template and enter your exam dates so the DRC has the information needed to administer your exams. Please include a phone number where you or your TA can be reached during the exam in case the DRC Testing Center has questions.

If you have any additional instructors you would like to add, please email the DRC at DRCTest@unco.edu

If you need assistance, please contact If you need assistance, please contact DRCTest@unco.edu.

Course Instruction for Alternative Testing Accommodation: Responsibilities Agreement

Purpose

The Disability Resource Center (DRC) is committed to providing equal access and reasonable accommodations for students with documented disabilities. To ensure timely and effective implementation of testing accommodations, faculty partnership is essential. This document outlines faculty responsibilities related to testing accommodations and DRC procedures.

LIST OF QUESTIONS

Question 1: I have read and understand the terms and conditions outlined in the Alternative Testing Contract and the DRC Testing Center policies. *

☒ Yes

Question 2: My exams are: *

☐ Online (Canvas/other)

☐ Paper-based

Additional Comment:

Question 3: Would you like a copy of the approved "cheat sheet," note card, or additional exam materials uploaded/attached with your student's exam? *

☐ Select One

Additional Comment:

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Click "Submit And Continue To Specify Exam Dates"

individualized access for students with disabilities, access is most effective when considered proactively through course design, assessment practices, and collaborative problem-solving. Through partnership, communication, and a shared commitment to equity and inclusion, faculty and the DRC work together to remove barriers while preserving academic rigor and essential learning outcomes.

Faculty Acknowledgment

By signing below, I acknowledge that I have read and understand the Disability Resource Center Testing & Accommodation Responsibilities Agreement. I agree to fulfill the responsibilities outlined in this document and to work collaboratively with the DRC to support students receiving approved accommodations.

FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >

BACK TO LIST >

QUESTION?

DRCtest@unco.edu
970-351-2289

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Complete the "Exam Detail" section



- > Alternative Testing
- > Communication Access
- > Notetaking Services

SIGN OUT >

EXAM DETAIL

Type *:

Select One

Approval Method *:

Hint: Use this field to identify the approval method where exam requests will be automatically approved. Instructors will receive an email to review exam requests not automatically approved.

Select One

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

mm/dd/yyyy

Time: ⌚

Select Select

Standard Length Of Exam (In Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Skip Automated Exam Reminder:

No

EXAM DATE INSTRUCTIONS

Question 1: How will the exam be submitted to DRC? *

Select One

Additional Comment:

Question 2: What resources can the student use during this exam?

- ☐ Calculator (Additional Comment Required)
- ☐ Formula Sheet (Additional Comment Required)
- ☐ Note Card (Additional Comment Required)
- ☐ Other (Additional Comment Required)

Additional Comment:

Question 3: Are there special instructions for this exam (required software, separate parts, etc)?

10 Complete "Exam Date Instructions"

ive Formats

ive Testing

ication Access

ding Services

SIGN OUT >

EXAM DETAIL

Type*:

Select One

Approval Method*:

Hint: Use this field to identify the approval method where exam requests will be automatically approved. Instructors will receive an email to review exam requests not automatically approved.

Select One

Date*:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

mm/dd/yyyy

Time: ⓘ

Select

Select

Standard Length Of Exam (In Minutes)*:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Skip Automated Exam Reminder:

EXAM DATE INSTRUCTIONS

Question 1: How will the exam be submitted to DRC?*

Select One

Additional Comment:

Question 2: What resources can the student use during this exam?

☐ Calculator (Additional Comment Required)
☐ Formula Sheet (Additional Comment Required)
☐ Note Card (Additional Comment Required)
☐ Other (Additional Comment Required)

Additional Comment:

Question 3: Are there special instructions for this exam (required software, separate parts, etc)?

11 Click "Upload Exam File" to upload the exam

Standard Length Of Exam (In Minutes)*:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

Skip Automated Exam Reminder:

No

Additional Note For Staff: ⓘ

Question 3: Are there special instructions for this exam (required software, separate parts, etc)?

UPLOAD EXAM FILE

Note: Exam files can be added on a continual basis.

Title Or Exam File Note:

Select File: ⓘ

Choose File No file chosen

FORM SUBMISSION

12 Click "Save Exam Date"

The screenshot shows a web form for saving exam dates. At the top left, a yellow hint box states: "Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours." Below this is a text input field. To the right, a section titled "Question 3" asks: "Are there special instructions for this exam (required software, separate parts, etc)?" with a large text area below it. In the center, there is a section for "Skip Automated Exam Reminder:" with a dropdown menu set to "No". Below that is an "Additional Note For Staff:" with a text area. On the right side, there is an "UPLOAD EXAM FILE" section. It includes a note: "Note: Exam files can be added on a continual basis." Below this is a "Title Or Exam File Note:" text field. Then, under "Select File:", there is a "Choose File" button and the text "No file chosen". At the bottom of the form, a yellow bar labeled "FORM SUBMISSION" contains two buttons: "SAVE EXAM DATE" (which is circled in orange) and "BACK TO LIST".

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If your course/s do not have any exams or quizzes, there is no need to complete the Alternative Testing Contract.

If your course/s do have paper or online exams or quizzes that students are required to take in the classroom, please complete the Alternative Testing Contract and list exam dates section.

If your course/s have online exams or quizzes that are not proctored and taken outside of the classroom, please complete the Alternative Testing Contract. However, there is no requirement to list exam dates since students will not be requesting to take the exam in the Testing Center.

Whether or not a student is taking their canvas exam at the DRC or at home, please be sure to extend their time according to their accommodation. This must be completed before the student starts their exam. (More info in the Alternative Testing Contract)