Alternative Testing

DRC Online

UNC

Disability Resource Center
DRC Online Training Materials
Updated 9/25/2019

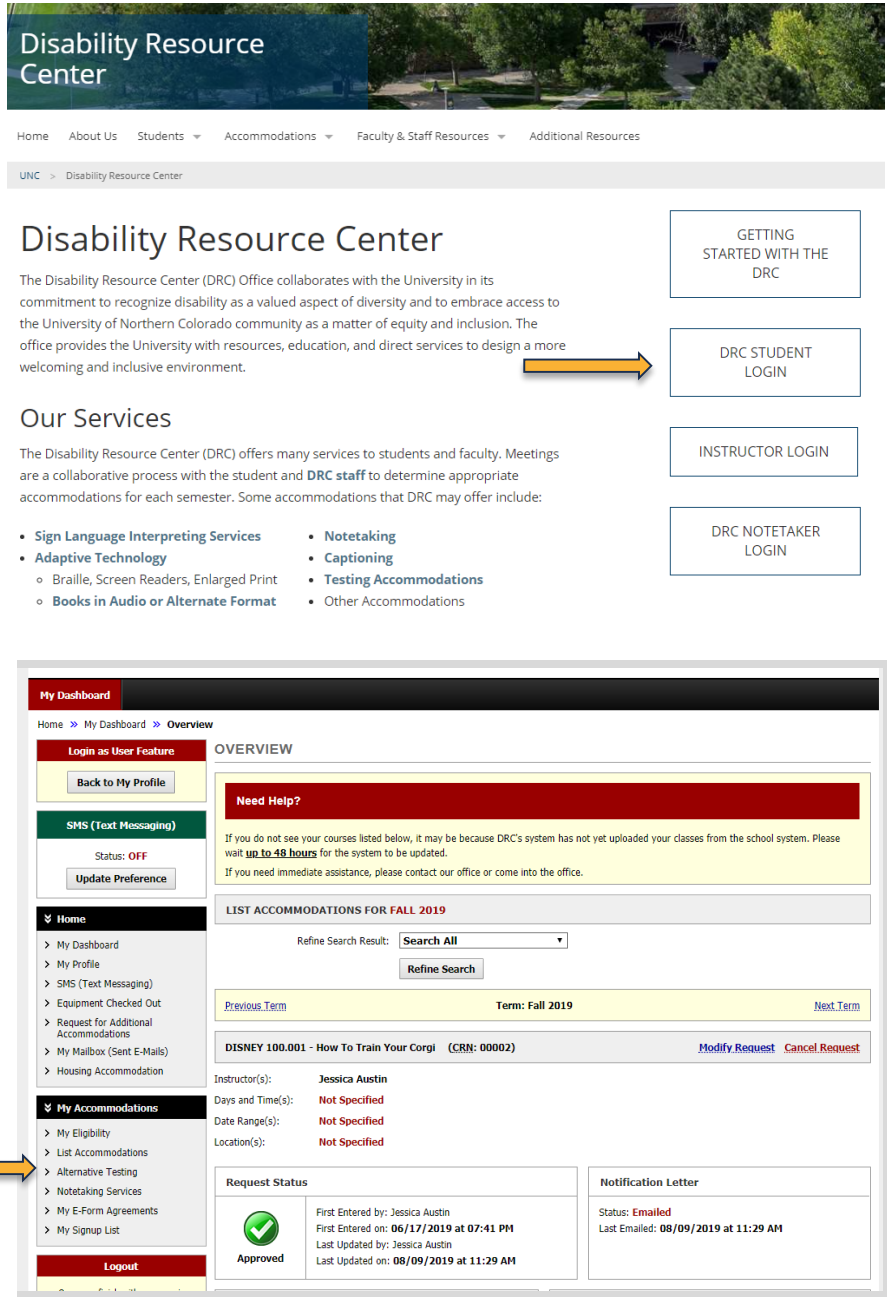
Alternative Testing

Important Things to Remember

- Exams must be scheduled with DRC 3 business days in advance of the testing date
- Exams should 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

- Log in to DRC online and select the link for “Alternative Testing” on the left hand side



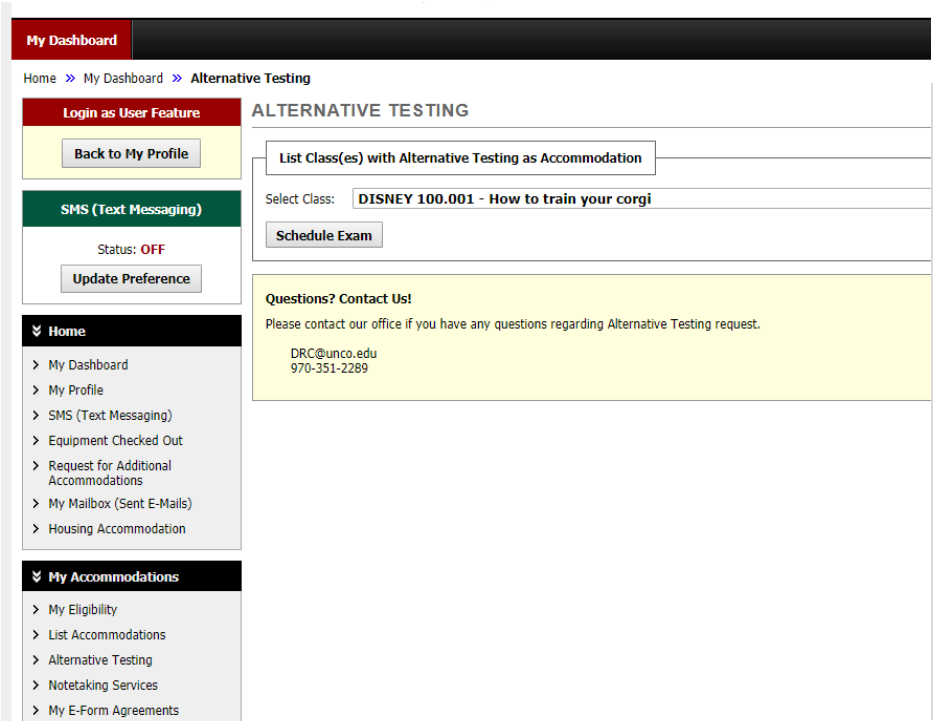
Alternative Testing

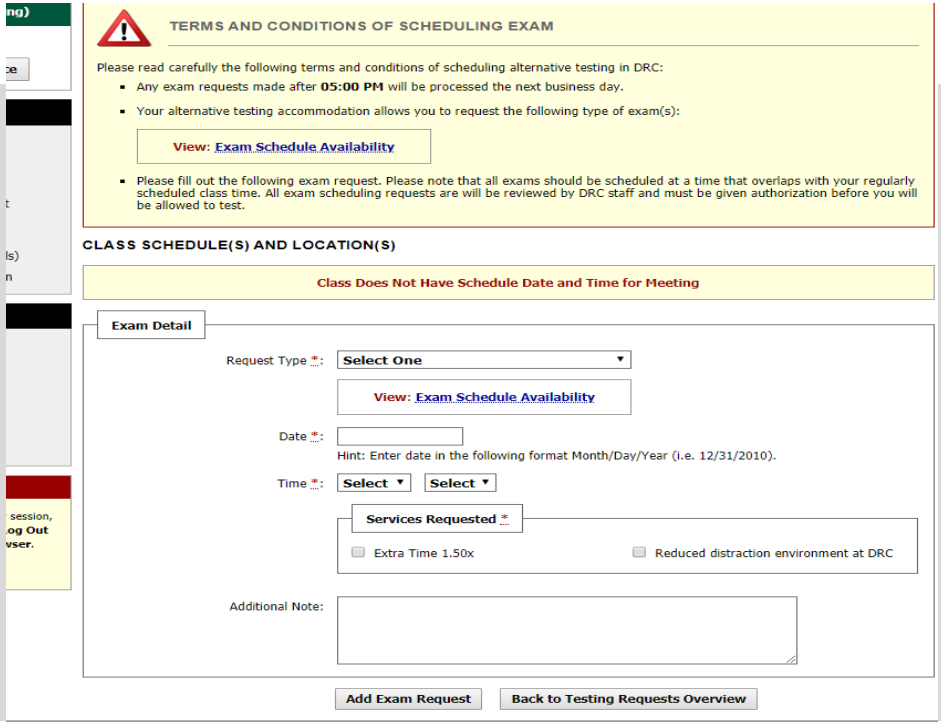
Select Your Course

Select the appropriate course from the dropdown menu and click “Schedule Exam”

Complete Exam Details

- Fill out exam details
- Select desired accommodations for this exam
- Click “Add Exam Request”





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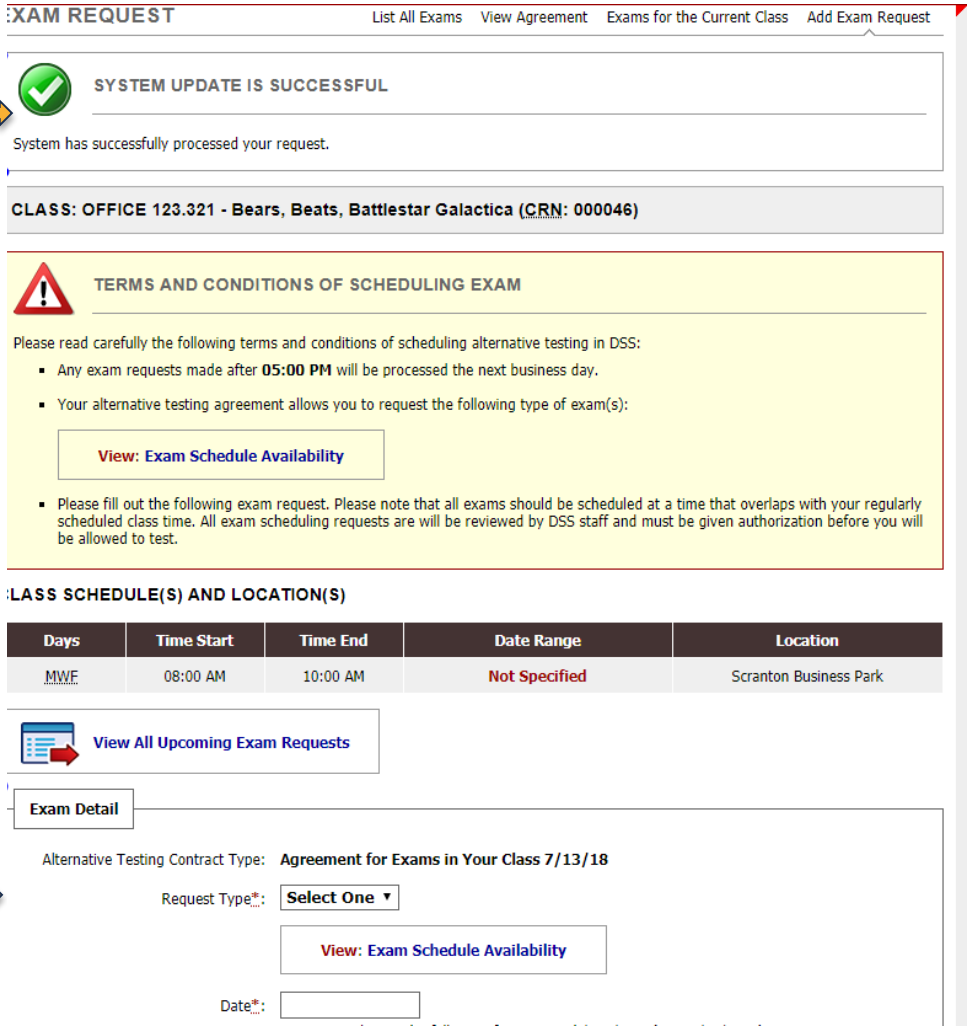
DRC Notification

- DRC online will notify you that the exam request was successful by displaying a green check mark.

Scheduling an Additional Exam

- You are also able to schedule another exam from this same page



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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 in person that they should have received a notification about your exam from our office.

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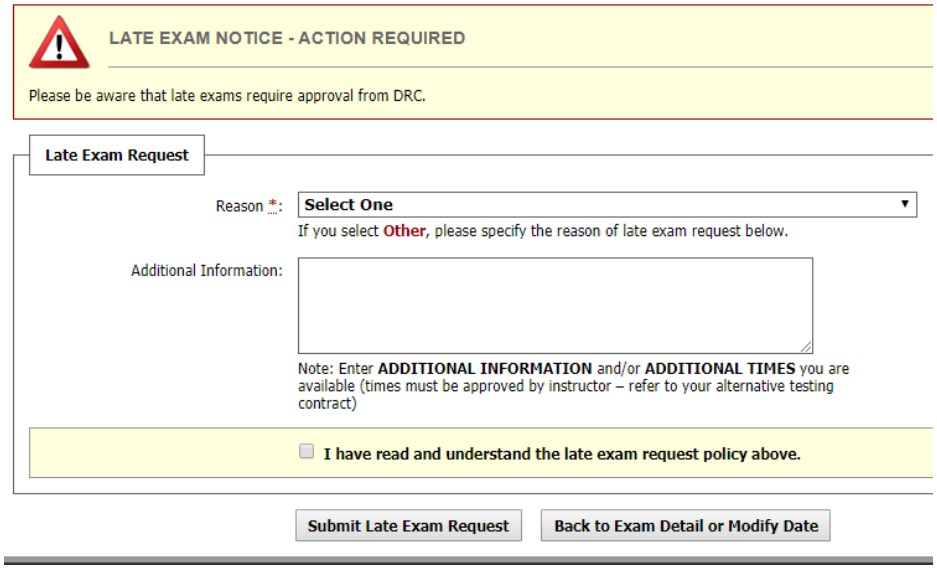
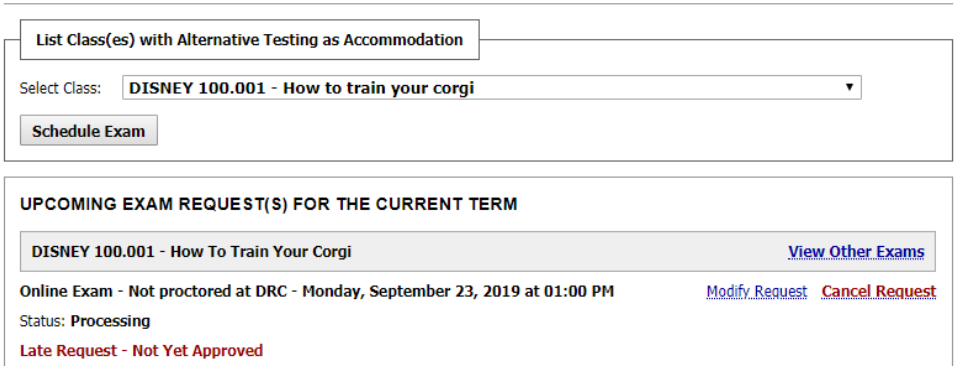
Scheduling Late

When scheduling an exam within the 3 business days required for notice you will receive a Late Exam Notice message

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





Please reach out with any questions or concerns.
drc@unco.edu · 970-351-2289

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UNIVERSITY OF NORTHERN COLORADO