Alternative Testing
DRC Online
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
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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.
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

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