

# Alternative Testing

DRC Online



# UNC

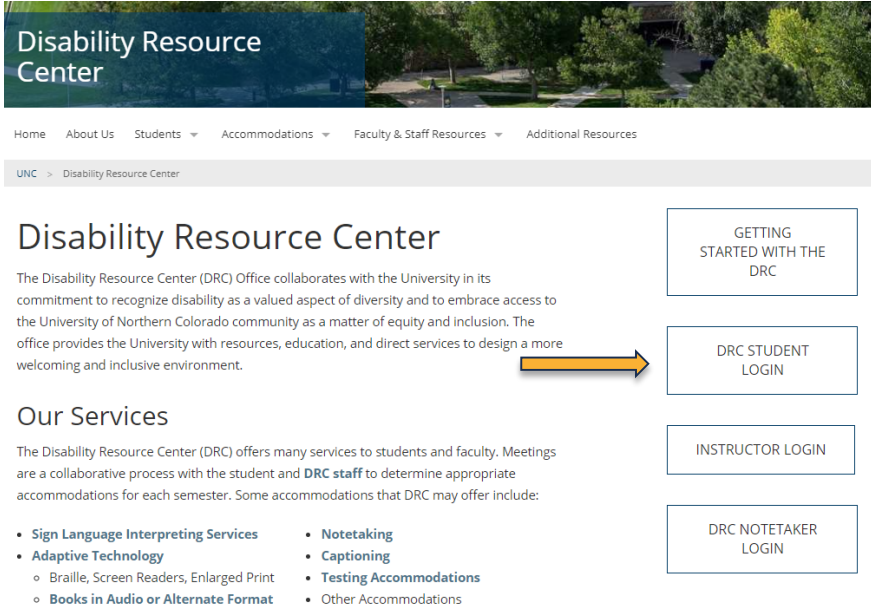
# Alternative Testing

## 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



The screenshot shows the Disability Resource Center website. The header includes navigation links: Home, About Us, Students, Accommodations, Faculty & Staff Resources, and Additional Resources. Below the header is a breadcrumb trail: UNC > Disability Resource Center. The main content area is titled "Disability Resource Center" and contains a paragraph about the center's mission. To the right of this text is a vertical sidebar with four buttons: "GETTING STARTED WITH THE DRC", "DRC STUDENT LOGIN", "INSTRUCTOR LOGIN", and "DRC NOTETAKER LOGIN". An orange arrow points from the "DRC STUDENT LOGIN" button to the "Alternative Testing" link in the sidebar of the "My Dashboard" screenshot below.

Disability Resource Center

The Disability Resource Center (DRC) Office collaborates with the University in its commitment to recognize disability as a valued aspect of diversity and to embrace access to the University of Northern Colorado community as a matter of equity and inclusion. The office provides the University with resources, education, and direct services to design a more welcoming and inclusive environment.

Our Services

The Disability Resource Center (DRC) offers many services to students and faculty. Meetings are a collaborative process with the student and **DRC staff** to determine appropriate accommodations for each semester. Some accommodations that DRC may offer include:

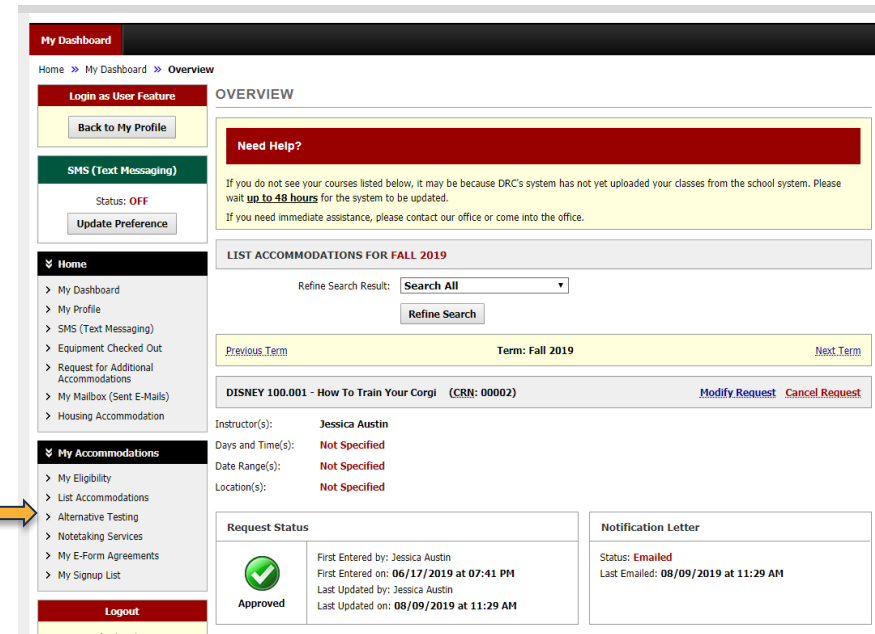
- Sign Language Interpreting Services
- Adaptive Technology
  - Braille, Screen Readers, Enlarged Print
  - Books in Audio or Alternate Format
- Notetaking
- Captioning
- Testing Accommodations
- Other Accommodations

GETTING STARTED WITH THE DRC

DRC STUDENT LOGIN

INSTRUCTOR LOGIN

DRC NOTETAKER LOGIN



The screenshot shows the "My Dashboard" page. The left sidebar contains a "Home" section with links to My Dashboard, My Profile, SMS (Text Messaging), Equipment Checked Out, Request for Additional Accommodations, My Mailbox (Sent E-Mails), and Housing Accommodation. Below this is a "My Accommodations" section with links to My Eligibility, List Accommodations, Alternative Testing, Notetaking Services, My E-Form Agreements, and My Signup List. An orange arrow points from the "Alternative Testing" link in this sidebar to the "Alternative Testing" link in the "List Accommodations" section of the main content area. The main content area has a "Need Help?" section, a "LIST ACCOMMODATIONS FOR FALL 2019" section with a search bar, and a "Request Status" section showing a green checkmark and "Approved" status. The "Request Status" section also includes a table with columns for Request Status, Request Entered, and Request Updated. The "Notification Letter" section shows the status as "Emailled" and the last email date as "08/09/2019 at 11:29 AM".

My Dashboard

Home > My Dashboard > Overview

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: OFF

Update Preference

Home

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Request for Additional Accommodations
- > My Mailbox (Sent E-Mails)
- > Housing Accommodation

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Notetaking Services
- > My E-Form Agreements
- > My Signup List

Logout

OVERVIEW

Need Help?

If you do not see your courses listed below, it may be because DRC's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.

If you need immediate assistance, please contact our office or come into the office.

LIST ACCOMMODATIONS FOR FALL 2019

Refine Search Result: Search All

Refine Search

Previous Term Term: Fall 2019 Next Term

DISNEY 100.001 - How to Train Your Corgi (CRN: 00002) Modify Request Cancel Request

Instructor(s): Jessica Austin

Days and Time(s): Not Specified

Date Range(s): Not Specified

Location(s): Not Specified

Request Status

Approved

First Entered by: Jessica Austin

First Entered on: 06/17/2019 at 07:41 PM

Last Updated by: Jessica Austin

Last Updated on: 08/09/2019 at 11:29 AM

Notification Letter

Status: Emailled

Last Emailed: 08/09/2019 at 11:29 AM

# Alternative Testing

## Select Your Course

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

The screenshot shows a web interface for 'Alternative Testing'. On the left is a sidebar with navigation links: 'My Dashboard', 'Login as User Feature', 'SMS (Text Messaging)', 'Home', and 'My Accommodations'. The main content area is titled 'ALTERNATIVE TESTING' and contains a section 'List Class(es) with Alternative Testing as Accommodation'. Below this, there is a 'Select Class:' dropdown menu with the selected option 'DISNEY 100.001 - How to train your corgi'. A 'Schedule Exam' button is located below the dropdown. At the bottom of the main content area, there is a yellow box with the text 'Questions? Contact Us!' and contact information for the DRC (DRC@unco.edu, 970-351-2289).

## Complete Exam Details

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

The screenshot shows the 'Exam Detail' page. At the top, there is a yellow box with a warning icon and the title 'TERMS AND CONDITIONS OF SCHEDULING EXAM'. Below this, there is a section 'CLASS SCHEDULE(S) AND LOCATION(S)' with a message 'Class Does Not Have Schedule Date and Time for Meeting'. The main content area is titled 'Exam Detail' and contains a 'Request Type' dropdown menu with the selected option 'Select One'. Below this, there is a 'Date' field with a hint: 'Enter date in the following format Month/Day/Year (i.e. 12/31/2010)'. There is also a 'Time' field with two dropdown menus. Below these fields, there is a 'Services Requested' section with two checkboxes: 'Extra Time 1.50x' and 'Reduced distraction environment at DRC'. At the bottom, there is an 'Additional Note' text area. The page concludes with two buttons: 'Add Exam Request' and 'Back to Testing Requests Overview'.


# Alternative Testing

## DRC Notification

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




**EXAM REQUEST** [List All Exams](#) [View Agreement](#) [Exams for the Current Class](#) [Add Exam Request](#)

 **SYSTEM UPDATE IS SUCCESSFUL**

System has successfully processed your request.

**CLASS: OFFICE 123.321 - Bears, Beats, Battlestar Galactica (CRN: 000046)**

 **TERMS AND CONDITIONS OF SCHEDULING EXAM**

Please read carefully the following terms and conditions of scheduling alternative testing in DSS:


- Any exam requests made after **05:00 PM** will be processed the next business day.
- Your alternative testing agreement allows you to request the following type of exam(s):

[View: Exam Schedule Availability](#)

- Please fill out the following exam request. Please note that all exams should be scheduled at a time that overlaps with your regularly scheduled class time. All exam scheduling requests are will be reviewed by DSS staff and must be given authorization before you will be allowed to test.

**CLASS SCHEDULE(S) AND LOCATION(S)**

Days	Time Start	Time End	Date Range	Location
MWE	08:00 AM	10:00 AM	Not Specified	Scranton Business Park

 [View All Upcoming Exam Requests](#)

**Exam Detail**

Alternative Testing Contract Type: **Agreement for Exams in Your Class 7/13/18**

Request Type\*: **Select One** ▼

[View: Exam Schedule Availability](#)

Date\*:



## Scheduling an Additional Exam

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

# Alternative Testing

## 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.




# Alternative Testing

## 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

 **LATE EXAM NOTICE - ACTION REQUIRED**

Please be aware that late exams require approval from DRC.

**Late Exam Request**

Reason \*: **Select One** ▼  
If you select **Other**, please specify the reason of late exam request below.

Additional Information:

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your alternative testing contract)

☐ I have read and understand the late exam request policy above.

List Class(es) with Alternative Testing as Accommodation

Select Class: **DISNEY 100.001 - How to train your corgi** ▼

**UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM**

<b>DISNEY 100.001 - How To Train Your Corgi</b>	<a href="#">View Other Exams</a>
Online Exam - Not proctored at DRC - Monday, September 23, 2019 at 01:00 PM	
Status: <b>Processing</b>	<a href="#">Modify Request</a> <a href="#">Cancel Request</a>
<b>Late Request - Not Yet Approved</b>	



**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



UNIVERSITY OF  
**NORTHERN  
COLORADO**