DRC Online



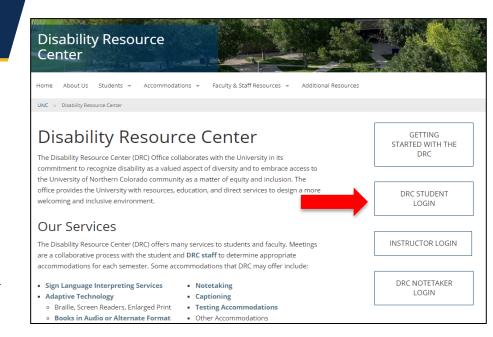
Disability Resource Center DRC Online Training Materials Updated 5.25.21

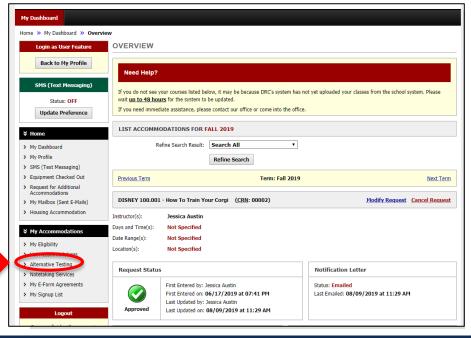
Important Things to Remember

- 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

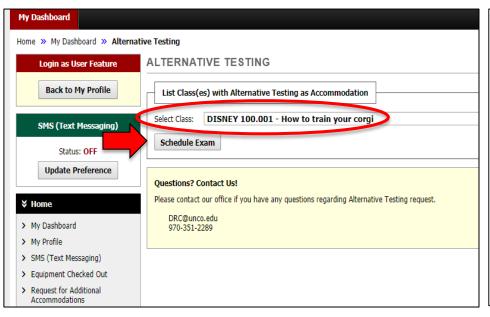
• Log in to DRC Student Login and select the link for "Alternative Testing" on the left side under the "My Accommodations" section.





Select Your Course

Select the appropriate course from the dropdown menu and click "Schedule Exam."



Complete Exam Details

- Fill out exam details
- Select the type/location of exam from the "Request Type" dropdown menu
- Select desired accommodations for this exam
- Click "Add Exam Request"

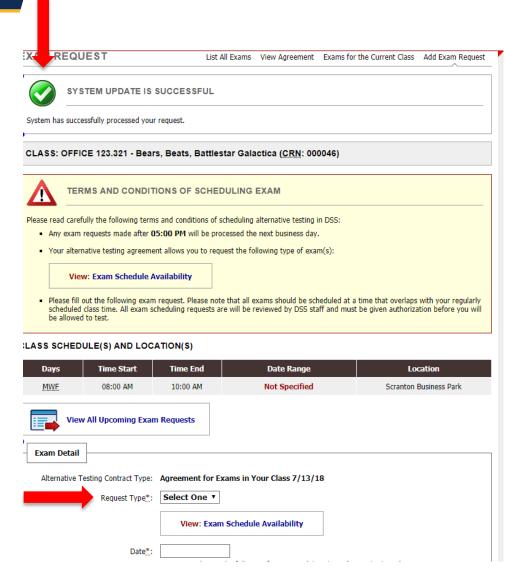
| | Cla | ss Does Not Have Schedule Date and | d Time for Meeting |
|------------|------------------|--|--|
| xam Detail | | | |
| | Request Type ::: | Select One | ▼ |
| | | View: Exam Schedule Availabil | ity |
| | Date: | Hint: Enter date in the following format N | onth/Day/Year (i.e. 12/31/2010). |
| | Time *:: | Select V Select V | |
| | | Services Requested * | |
| | | Extra Time 1.50x | Reduced distraction environment at DRC |
| | Additional Note: | | |

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



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

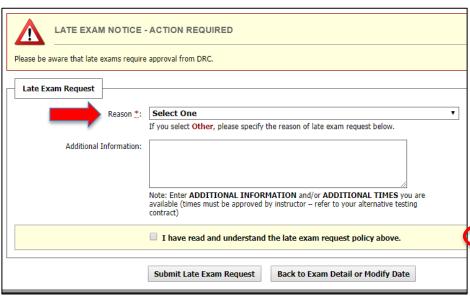
Reminding Your Professor

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



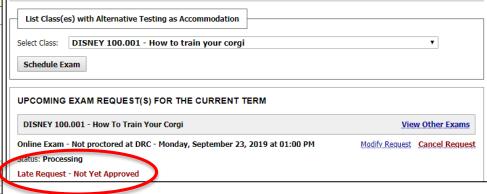
Scheduling an Exam Late

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





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

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