

How to Schedule Alternative Testing

DRC Online

Disability Resource Center

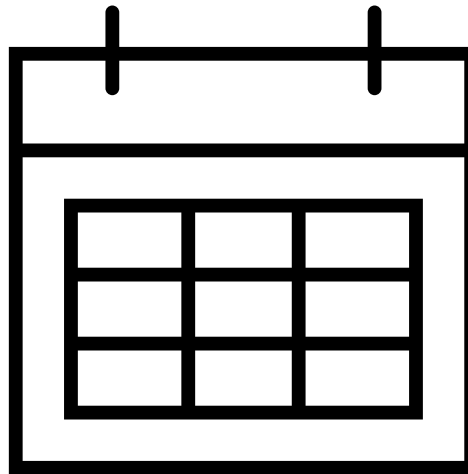


UNC

Updated: 12/19/2022

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

1. Visit the DRC website at unco.edu/dss.

Select the link labeled "DRC Student Login"

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.

COVID-19 Accommodations and Access Guide

FOR FACULTY AND STAFF

FOR STUDENTS

GETTING
STARTED WITH THE
DRC

DRC STUDENT
LOGIN

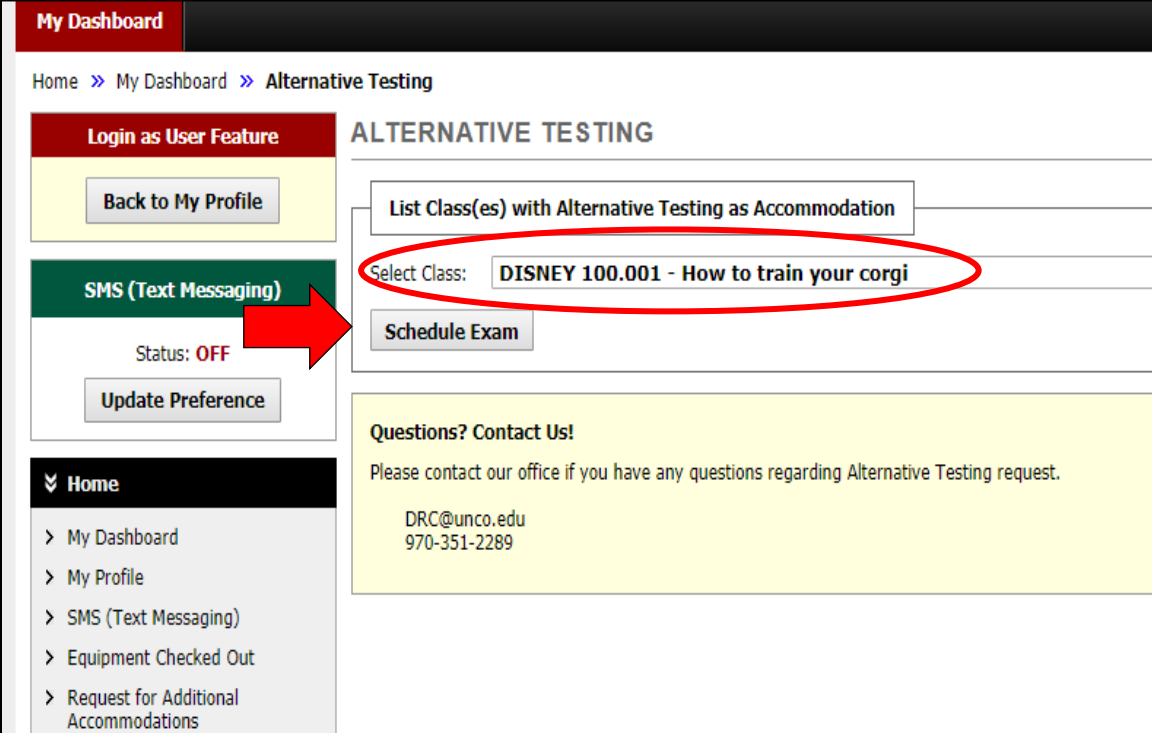
INSTRUCTOR LOGIN

DRC NOTE-TAKER
LOGIN



Choose the Course

1. Click the link for “Alternative Testing” on the left side under the “My Accommodations” section.
2. Select the appropriate course from the dropdown menu and click “Schedule Exam.”



The screenshot displays the 'My Dashboard' interface. At the top, there is a navigation bar with 'My Dashboard' and a breadcrumb trail: 'Home >> My Dashboard >> Alternative Testing'. The main content area is titled 'ALTERNATIVE TESTING' and contains a form with the following elements:

- A button labeled 'List Class(es) with Alternative Testing as Accommodation'.
- A dropdown menu labeled 'Select Class:' with the selected option 'DISNEY 100.001 - How to train your corgi' circled in red.
- A button labeled 'Schedule Exam'.

On the left side of the dashboard, there is a sidebar with the following sections:

- Login as User Feature**: Includes a 'Back to My Profile' button.
- SMS (Text Messaging)**: Shows 'Status: OFF' and an 'Update Preference' button. A red arrow points to this section.
- Home**: A list of navigation links: 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', 'Equipment Checked Out', and 'Request for Additional Accommodations'.

At the bottom of the dashboard, there is a yellow box titled 'Questions? Contact Us!' with the text: 'Please contact our office if you have any questions regarding Alternative Testing request.' and contact information: 'DRC@unco.edu' and '970-351-2289'.

Complete Exam Details

1. Fill out exam details
2. Select the type/location of exam from the “Request Type” dropdown menu
3. Enter the date of the exam.
4. Use drop down menu to enter the time of the exam.
5. Select desired accommodations for this exam from list.
6. Click “Add Exam Request”

CLASS SCHEDULE(S) AND LOCATION(S)

Class Does Not Have Schedule Date and Time for Meeting

Exam Detail

Request Type * :

[View: Exam Schedule Availability](#)

Date * :

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time * :

Services Requested *

Extra Time 1.50x Reduced distraction environment at DRC

Additional Note:


[Add Exam Request](#) [Back to Testing Requests Overview](#)

DRC Notification

DRC online will notify you that the exam request was successful by displaying a green check mark and the phrase "System has successfully processed your request."




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
MWF	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*:

[View: Exam Schedule Availability](#)

Date*:



Scheduling an Additional Exam

You are 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 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.

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 under the section "Upcoming Exam Requests for the Current Term."

List Class(es) with Alternative Testing as Accommodation

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

[Schedule Exam](#)

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

DISNEY 100.001 - How To Train Your Corgi	View Other Exams
Online Exam - Not proctored at DRC - Monday, September 23, 2019 at 01:00 PM	Modify Request Cancel Request
Status: Processing	
Late Request - Not Yet Approved	

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



Disability Resource Center
DRC Online Training Materials

Updated 12/19/2022



UNIVERSITY OF
**NORTHERN
COLORADO**