How to Schedule Alternative Testing

DRC Online
Disability Resource Center

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

Select the link labeled "DRC Student 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.”
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”
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."

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.

[Image of a Late Exam Notice form]

Please be aware that late exams require approval from DRC.

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.

Submit Late Exam Request  Back to Exam Detail or Modify Date
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."

![Exam Request Form]

- 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
- Online Exam: Not proctored at DRC - Monday, September 23, 2019 at 01:00 PM
- Status: Processing
- Late Request - Not Yet Approved
Please reach out with any questions or concerns.
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