

# DRC Testing Center - Scheduling Expectations

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Schedule exams at the **same time as the class**, unless:

- you have made arrangements with your instructor,
- you have an accommodation to test at a specific time of day,
- you have a night class, in which case the exam must be scheduled within the Testing Center's business hours (Monday-Thursday: 8am-6pm, Friday: 8am-5pm)

Due to space and staffing constraints, you need to **schedule your exams online 7 days or more in advance**.

- Request made less than 7 days prior will be considered 'late,' but can still be scheduled online.
- You can schedule late no more than 3 times for the entire semester, including final exams.
- After submitting a late request, the Student Portal will notify you of how many late schedules you have used.
- Even one late schedule can cause a problem like not getting your test in time or not having a space open for you.
- Late requests for next-day exams need to be received by 12:00pm (noon) the day prior.
- To cancel an exam, please call or email the DRC Testing Center at [drctest@umn.edu](mailto:drctest@umn.edu) or (612) 624-1666.

If you have scheduled late 3 times and you need to schedule another late exam, you must first schedule an appointment with your assigned DRC access consultant to discuss scheduling barriers. You must have this meeting before you can schedule a new exam.

Your late request may be able to be accepted depending on the availability of space, and also on the instructor's ability to get the exam to DRC Testing.

## **Last Minute Deadlines:**

- The latest possible time that we can set up a late scheduled test is noon the day before the test.
- Due to time and space constraints, same-day exam requests are unlikely to be scheduled in the DRC.

**For exam rescheduling:** You must request to reschedule and receive instructor approval by 12pm (noon) the day prior to the desired exam date.

To reschedule an exam:

- It is your responsibility to obtain permission directly from your instructor.
- Send an email to your instructor that states the updated date and time and cc [drctest@umn.edu](mailto:drctest@umn.edu) on this correspondence. Please request that your instructor 'reply all' to approve the change.
- If you're rescheduling an exam, you do not need to create a new exam request. Email or call to update the prior request.
- Once your exam is rescheduled, you will receive an updated exam confirmation email.
  - If you do not receive an update within 1-2 business days, call or email us to ensure that you are scheduled correctly.

## **When to contact the DRC Testing Center:**

- If you have questions or concerns about the testing agreement, policies, or process to schedule your tests, please contact the DRC Testing Center at: 612-624-1666 or [drctest@umn.edu](mailto:drctest@umn.edu).
- If you encounter any difficulties with the Testing process.

## **When to contact your DRC Access Consultant:**

- If you have questions about your testing accommodations or would like to discuss changes to your accommodations.

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# DRC Testing Center -- Student Instructions for Scheduling Exams

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## Each Semester

- **Contact your access consultant.** Accommodation letters must be renewed every semester.
- **Meet with your instructors** to deliver your letter and discuss your accommodations. Many departments are able to accommodate testing needs within the department. If you and your instructors decide that you will use the DRC Testing Center for exams, see the instructions below for our online exam scheduling service.

## Scheduling Your Exams with the DRC Online

- Exams must be scheduled at least **1 week before** the test date. You can schedule exams for the entire semester, including finals, once you have contacted your instructors. **Please note that all requests are on a first-come, first-served basis.**
- Go to: <https://student.drc.umn.edu> and fill out the online request form. A walk-through guide is on the back of this sheet.
- You will need the following information to schedule an exam online:
  - Course Identification (e.g., BIOL 1001)
  - Instructor's first and last name
  - Instructor's email
  - Date class is taking exam
  - Time class is taking exam
  - Amount of time class receives for exam
  - What, if any, alternate format(s) needed for the exam (e.g., large print, Braille, Kurzweil, etc.)
  - Any extra notes or information that may be important (e.g., materials allowed during exam)

## PLEASE NOTE:

- **If you experience problems** while scheduling exams online please contact the Testing Center. We can be reached by email at [drctest@umn.edu](mailto:drctest@umn.edu) and by phone at **612-624-1666**. You can also visit our office during business hours to receive help scheduling your exams.
- We will send a confirmation email to your U of M account within 2 business days of your request. **If you DO NOT receive a confirmation email after 2 business days, please contact us immediately.**
- **IMPORTANT!** If you are attempting to schedule your exam **less than 1 week before** the exam date, it will be considered late. These late requests can be submitted online up until noon the day prior.

### DRC Testing Center— Fall '19

**Phone:** 612-624-1666    **Email:** [drctest@umn.edu](mailto:drctest@umn.edu)

(Calls and e-mails received after 4pm may not be answered until the next business day)

**Website:** <https://student.drc.umn.edu>

#### Testing Center Hours:

Monday- Thursday 8:00am-6:00pm

Friday 8:00am-5:00pm

1. Go to <https://student.drc.umn.edu>
2. Click “Testing Request Form”
3. The following “Internet Login” screen will appear. Log in using your Internet ID (x500) and Password.
4. The Testing Request screen will appear:

TESTING REQUEST FORM

Requestor:

\* denotes a required field.

Name *	Email *
<input type="text"/>	<input type="text"/>
Phone *	Access Consultant *
<input type="text"/>	<input type="text"/>

Course:

Course *	This is an online/distance learning course
<input type="text" value="Please select"/>	<input type="checkbox"/>
Instructor Choice *	
<input type="text" value="Please select"/>	

Provide the information of the instructor or teaching assistant who will provide you with the exam.

Exam:

- Exam requests made less than 7 days from the exam date will be considered late.
- Please note: If you reach three late schedules, you will be required to meet with your DRC Access Consultant and a testing coordinator before being able to schedule other exams in the Testing Center.
- If you have a time conflict, schedule the exam for when the class is taking the exam, then put your preferred time in the additional info field.

Exam Date *	Exam Start Time *	
<input type="text"/>	Hour: <input type="text"/>	Minute: <input type="text"/>
	<small>8am-6pm Mon-Thu, 8am-5pm Fri. Finals week: 8am-6pm Mon-Sat.</small>	

This request will be accepted if it is submitted by noon of the previous business day. During the finals week we require the exam requests to be submitted 3 business days in advance.

Alternative Format	Reader/Scribe
<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Duration *	Exam Type *
Hours: <input type="text"/> Minutes: <input type="text"/>	<input type="text"/>

Enter exam duration without an accommodation.

Notes:  
Additional info ie. materials allowed, different start time than the class due to time conflict, etc.

Please click the submit button only once. You will be redirected to the confirmation page shortly.

#### Enter in Student information

(Please note: Some of your information may have auto-filled from your log in; review the information and make sure that it is correct.)

- Verify your phone number
- Use the dropdown menu to choose the course name of the exam that you are scheduling\*

#### Verify Instructor Information\*

- Instructor’s first and last name
- Instructor U of MN email

**\*Your exam may not be scheduled due to incorrect course or instructor information. Please ensure that this information is accurate.**

#### Enter in Exam Information

- Date of exam
- Time the class starts exam
- The amount of time the class gets for the exam
- Type of exam (quiz, midterm, final)
- Whether an alternative format (Braille, Kurzweil, etc.) is needed
- Whether a reader and/or scribe is needed
- Additional information that you’d like us to know (materials allowed for the exam, etc.)
- Review the information to make sure it is correct.
- Click “Submit”

#### 5. The Exam Request Confirmation screen will appear:

THANK YOU: WE RECEIVED YOUR TESTING REQUEST

If you would like to submit another testing request, click [Testing Request Form](#).

If you would like to see all testing requests, click [View Testing Requests](#).

**You will receive an e-mail with the subject line “Exam request submitted, confirmation pending!”**

**NOTE: Your exam has not been scheduled until you receive a confirmation email from our office. If you have not received a confirmation email after 2 business days, contact our office ASAP.**