

## Accepting Alternative Testing Contracts

1. Sign into DRC Connect at <https://www.uwrf.edu/DRC/FacultyStaff/Index.cfm>.
2. Once into DRC Connect, select Alternative Testing from the menu on the left-hand side of the page. (See visual for reference.)

My Dashboard Unified Blogs Staff Access Website Control Notetaker

Home » Instructor Homepage » Alternative Testing

Login As Feature

Return to Staff

Views and Tools

- Overview
- Course Syllabus
- Alternative Testing
- Alternative Formats
- Notetaking Services
- Deaf and Hard of Hearing

Important Dates

ALTERNATIVE TESTING

List Exams Completed Exams Files Students' Courses

SPECIFY ALTERNATIVE TESTING CONTRACT

Select Class: **POLS 114.01 (CRN: 1008) - American Government & Pol**

Continue to Specify Alternative Testing Contract

STEP 1 - SELECT ACTION

Available Tools: **Upload File to Exam(s)**

STEP 2 - SELECT FROM THE FOLLOWING COURSES

3. Go to the Step 2 section once on that page. You will see a list of students that need exam uploads for your course. If the very end (See visual, circled on the right hand side) of their information for exam request says “No Alternative Testing Contract,” you still need to complete this for that student to be able to test with us.

Important Dates

- May 08  
Final Exams Begin

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	POLS	114	01		Exams	03/27/2023	11:30 AM	No Alternative Testing Contract Specify Alternative Testing Contract

STEP 3 - CONFIRMATION

Confirm Your Selections

4. Click the “Specify Alternative Testing Contract” to fill it out for that student.

5. Once you're into the Alternative Testing Contract page, fill out by your own discretion with the information it prompts you for.
- a. This is what the beginning of the contract page should look like:

Welcome Lee Spindler! My Profile My Mailbox (Sent E-Mails) Sign Out

Home >> Instructor Homepage >> Alternative Testing

**Login As Feature**

Return to Staff

**Views and Tools**

- > Overview
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**Important Dates**

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**ALTERNATIVE TESTING**

List Exams Completed Exams Files Students' Courses

**Class: POLS 114.01 - American Government & Pol (CRN: 1008)**

**ALTERNATIVE TESTING CONTRACT DESCRIPTION**

Type: **Alternative Testing Contract 2023**

Provide the testing parameters for all assessments proctored in the Disability Resource Center. Please complete this contract as soon as possible. **No exams are requested at the time you complete this contract.**

**A secure link will be sent to you 2-4 days prior to a scheduled test date, allowing you to upload your exam at your convenience.** You are able to choose whether to upload the same exam for all students or individually. Please notify DRC if students have different versions of the exam.

**FACULTY / STAFF INSTRUCTION**

If you do not have exams in your course, there is no need to complete this information or notify the DRC.

If all exams are online and DO NOT require a proctor, please adjust their time in CANVAS when requested and confirm with the student that their extended time accommodation is in place. A testing contract is NOT needed with the DRC. If your CANVAS exams are to be proctored, please complete the alternative testing contract.

If you have questions, please contact DRC at 715-425-0740 or [drc@uwxtf.edu](mailto:drc@uwxtf.edu).

**Alternative Testing Contract**

1. Will the same exam be used if there are multiple testers? Exam will need to be uploaded for each section and different test days. \*

☐ Yes

☐ No

Additional Note or Comment

2. What Materials Are Allowed For Quizzes/Tests/Exams?

☐ Pencil

- b. While filling out the contract, please do not skip #3, which asks about instructor exam delivery. This is how we ensure *you* receive a copy of the completed exams for the course.

Welcome Lee Spindler! My Profile My Mailbox (Sent E-Mails) Sign Out

3. How will the Disability Resource Center receive your test? \*

☐ UPLOAD to a secure DRC-issued link which will be provided 2-4 days prior to a scheduled exam

☐ DELIVER to DRC, 123 Rodli Hall

☐ CANVAS on-line, yet proctored. Professor adjusts time extension.

Additional Note or Comment

4. Is student allowed to use their laptop or University computer? \*

☐ Personal laptop allowed

☐ University computer only

☐ N/A to this exam

- c. **IMPORTANT: Be sure to fill out the Exam, Final, and Quiz times for your classes!** Students won't have the correct testing times without this information OR the ability to request these types of tests.
- d. For any special instructions within exams, please use the depicted section to let us know how we can make sure the exam is given to your specifications to the student while keeping their accommodations in mind.

Welcome Lee Spindler! My Profile My Mailbox (Sent E-Mails) Sign Out

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Exams  Minutes

Final  Minutes

Quiz  Minutes

Additional Information

Additional Note:

Submit Alternative Testing Contract

6. Once you've finished filling out the information to your pleasing, click "Submit Alternative Testing Contract." You will only need to fill this out once per student for each semester, unless you decide to change specifications for testing parameters later in the term.