## **Requesting Alternative Testing Accommodations**

## Step 1: Go to <a href="https://www.uwrf.edu/DRC/">https://www.uwrf.edu/DRC/</a>

**A.** Click on the Side Task Bar of the Home Page of the DRC website and click on "**UWRF Student with Approved Accommodations.**"

UWRF Students with Approved Accommodations

a.

b. Next, click on the "DRC Connect Button."



- Step 2: Login to your DRC Connect Account with your Falcon ID (w3xxxxxx) and password.
  - B. On the right hand side of your student dashboard, under, "**My Accommodations**,"-----→ select, **"Alternative Testing.**"



C. After clicking on "**Alternative Testing**," in the drop down, select the class you would like to select and exam for and click, "**Schedule Exam**."

## ALTERNATIVE TESTING

Alternative Testing Contract(s)		
Alternative resting contract(s)		
Below is the list of all Alternative Testing	Contract(s) submitted through the system	. You can still request exams even if there is no
Alternative Testing Contract specifi	ed.	
Select Class: MATH 25.01 - Math Reasoning (1127)		
Schedule an Exam View Alter	native Testing Contract	

D. In the **"Exam Detail"** section, please enter the type of exam, date, time, and requested testing accommodations.

Exam Detail	]	
Alternative Testing Contract Type:		alternative testing contract Fall 2022
	Request Type <u>*</u> :	Exams v
		View: Exam.Schedule.Availability
	Date <u>*</u> :	<b>10/27/2022</b> Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).
	Time <u>*</u> :	10 AM ~ 00 ~
		Services Requested (As Applicable) *   Image: Construction Reduced Testing Location   Image: Construction Reduced Testing Location   Image: Construction Reduced Testing Location
	Additional Note:	
		Add Exam Request Back to Testing Requests Overview

## Additional Exam Notes

- All exams must be scheduled **at least one week prior** to the scheduled exam to guarantee approval.
- All exams should be scheduled at the class time unless there is a class scheduling conflict.
- Students are expected to arrive to the DRC Testing Center in 123 Rodli Hall at the time of their scheduled exam. If you arrive late, no further time will be added to your exam.