

Retrieving Completed Exams in DRC Connect

*Instructors are given the opportunity to select how they receive their completed exams in their individual class Alternative Testing Contracts submitting in DRC Connect. **The DRC follows this preference unless otherwise specified by the instructor.** The DRC copies ALL exams (with an exception of standardized tests and booklet exams) for peace of mind in case things are lost in the mail or other barriers.*

1. Log into DRC Connect on the [FACULTY AND STAFF INFORMATION](#) page on the UWRF DRC Website

View students enrolled in your courses with accommodations

1. Enter your username: **w3xxxxxx**
2. Enter your password: your UWRF/SSO
3. Sign the FERPA agreement.



DRC Connect: Instructor Access

Each semester, this access will allow you to view which students have shared their FNL with you. This letter is emailed from the DRC, not from the student. Within DRC Connect, you'll be able to view student FNLs, not requiring you to find them in your emails.

Please note: a student is not eligible to request accommodations until they share their FNL by email. **No accommodation should be given until a student takes that action.** Accommodations are not retroactive. It's best practice to wait for a student to make an outward request for an accommodation, rather than assume a request will be made. A student may contact an instructor by email or in person. How a student uses their accommodations in each class can be unpredictable and inconsistent. Students should make their requests in a respectful, timely manner.

2. Once you've logged in, click "Continue to View Accommodations" to get to your overview page.



ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students, comes the responsibility to maintain the rights of students, particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

CONTINUE TO VIEW STUDENT ACCOMMODATIONS >



3. Once on your Overview page, you'll notice a list of students with accommodations and a menu to the left of the page. To access uploaded exams, click on "Alternative Testing."

OVERVIEW

Session Extender: [Enable](#)

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STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH

EXPORT DATA: STUDENTS

Records Found: 9 (Showing: 1 - 9) Show Per Page: 100 Page

View **PDF** **CRN** **Subject** **Course** **Section** **Student's Full Name** **Status** **Request Date** **Last Updated** **Alt Fo**

HOME

- > Overview
- > Add Instructor
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing
- > Communication Access
- > Notetaking Services

4. Once on the Alternative Testing page, click on "Completed Files" to see all completed exams that have been taken by your students in the DRC.

UPCOMING EXAMS

Session Extender: [Enable](#)

[ALTERNATIVE TESTING](#) **UPCOMING EXAMS** [COMPLETED FILES](#) [ALTERNATIVE TESTING CONTRACT](#) [EXAM DATES](#)

ALTERNATIVE TESTING CONTRACT

2

Courses without Alternative Testing Contract
Total Courses with Alternative Testing Contract: 4

COURSES MISSING EXAM DATES

4

Number of Courses without Exam Dates

EXAMS WITHOUT FILES UPLOADED

1

Number of Exams without Files Uploaded

MISCELLANEOUS

Other Available Reports:

- [List Students](#)
- [All Exams](#)

UPCOMING EXAMS SCHEDULED

STEP 1: SELECT EXAMS (FOR BULK ACTIONS)

Records Found: 2 (Showing: 1 - 2) Show Per Page: 100 Page: 1

<input type="checkbox"/>	Status	Detail	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Late	Proctor
<input type="checkbox"/>	Completed	Detail	2064	POLS	362	01	Andrew *****	Exams	01/08/2026	12:40 PM - 12:41 PM (1)	Yes	Not Assigned

5. Once to the completed exams page, you will see a list of students' test requests that have been uploaded to DRC Connect. Download the exams using the controls on the left-hand side of each request. (This example says "Authenticate" because I am logged in as an instructor)

COMPLETED FILES

Session Extender: [Enable](#)

» ALTERNATIVE TESTING » **COMPLETED FILES**

UPCOMING EXAMS

COMPLETED FILES

ALTERNATIVE TESTING CONTRACT

EXAM DATES

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

- > **Overview**
- > **Add Instructor**
- > Upload Syllabus
- > Alternative Formats
- > Alternative Testing
- > Communication Access
- > Flex Plan
- > Notetaking Services

SIGN OUT >

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
Term: Fall 2025

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Records Found: 1 (Showing: 1 - 1)

Show Per Page:

Page: 1

Download	CRN	Subject	Course	Section	Full Name	Type	Exam Date	Time Range	Late	Proctor	Uploaded On
Authenticate	2064	POLS	362	01	Andrew *****	Exams	01/08/2026	 12:40 PM - 12:41 PM (1)	Yes	Not Assigned	01/08/2026

QUESTION?

Questions regarding testing accommodations, please contact Disability Resource Center's professional staff at drc@uwrf.edu or 715-425-0740.