

## Filling out Alternative Testing Contracts in DRC Connect

*Alternative Testing Contracts are a tool for communicating proctoring instructions to the DRC that allow our office to give tests efficiently/equitably to students. The contract for a class must be completed by the instructor for a student to test in the DRC. The contract only needs to be completed once a semester but can be updated as needed throughout the semester. Instructors will continue to receive notifications with links from the system to complete their class testing contracts, but **this option offers a quick way to do so on your own with or without test requests from students- be as proactive as you'd like!***

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

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### 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.

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2. Once you've logged in, you'll come to the landing page for DRC Connect: Instructor Access. Click on "Continue to View Student Accommodations" to get into 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](#)

[Home](#) >> **OVERVIEW**

[LOGIN AS INSTRUCTOR](#)

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### STUDENTS WHO REQUESTED ACCOMMODATIONS

### HOME

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### EXPORT DATA: STUDENTS

Records Found: 9 (Showing: 1 - 9)

Show Per Page:  Page

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

4. Once on the Alternative Testing page, you can access the list of classes with students requesting accommodations using the Alternative Testing Contract button or in the box labeled with the same title. This example shows that the instructor has one completed contract, and 7 missing.

UPCOMING EXAMS

Session Extender: Enable

» ALTERNATIVE TESTING » UPCOMING EXAMS

UPCOMING EXAMS

COMPLETED FILES

ALTERNATIVE TESTING CONTRACT

EXAM DATES

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SIGN OUT >

COURSES WITH EXAMS IN PLACEHOLDER

1

Exams Scheduled without Alternative Testing Contract

ALTERNATIVE TESTING CONTRACT

7

Courses without Alternative Testing Contract

Total Courses with Alternative Testing Contract: 1

COURSES MISSING EXAM DATES

1

Number of Courses without Exam Dates

MISCELLANEOUS

Other Available Reports:

List Students

All Exams

5. When you see the list of classes without Alternative Testing Contracts, click “Specify” next the class you would like to fill out the parameters for OR utilize the check boxes on the left hand side of the list to specify parameters for more than one class. In this example we will use, POLS 114-02 and POLS 114-60 and use the “Specify Alternative Contract In Bulk” button.

ALTERNATIVE TESTING CONTRACT

Session Extender: Enable

» ALTERNATIVE TESTING » ALTERNATIVE TESTING CONTRACT

UPCOMING EXAMS

COMPLETED FILES

ALTERNATIVE TESTING CONTRACT

EXAM DATES

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Navigate To:

Courses without Alternative Testing Contract

GO >

REFINE SEARCH >

STEP 1: SELECT COURSES (FOR BULK ACTIONS)

Records Found: 7 (Showing: 1 - 7)

Show Per Page: 100

Page: 1

<input type="checkbox"/>	View	CRN	Subject	Course	Section	Course Title	Students	Meeting Times	Notes	Bulk Entry
<input type="checkbox"/>	Specify	2113	GEOG	480	01	Seminar in Geography	None	TR: 12:30 PM - 01:45 PM		
<input type="checkbox"/>	Specify	2056	INTS	480	01	INTS Senior Seminar	None	TR: 12:30 PM - 01:45 PM		
<input type="checkbox"/>	Specify	2060	POLS	114	02	American Government & Pol	4	MW: 02:00 PM - 03:15 PM		
<input type="checkbox"/>	Specify	2693	POLS	114	60	American Government & Pol	None			
<input type="checkbox"/>	Specify	2058	POLS	279	01	Internship in Pol Sci I	None			

REFINE SEARCH >

STEP 1: SELECT COURSES (FOR BULK ACTIONS)

Records Found: 7 (Showing: 1 - 7)

Show Per Page: 100 Page: 1

<input type="checkbox"/>	View	CRN	Subject	Course	Section	Course Title	Students	Meeting Times	Notes	Bulk Entry
<input type="checkbox"/>	Specify	2113	GEOG	480	01	Seminar in Geography	None	TR: 12:30 PM - 01:45 PM		
<input type="checkbox"/>	Specify	2056	INTS	480	01	INTS Senior Seminar	None	TR: 12:30 PM - 01:45 PM		
<input checked="" type="checkbox"/>	Specify	2060	POLS	114	02	American Government & Pol	4	MW: 02:00 PM - 03:15 PM		
<input checked="" type="checkbox"/>	Specify	2693	POLS	114	60	American Government & Pol	None			
<input type="checkbox"/>	Specify	2058	POLS	279	01	Internship in Pol Sci I	None			
<input type="checkbox"/>	Specify	2065	POLS	416	01	Constitutional Law	2	TR: 11:00 AM - 12:15 PM	Exams without Alternative Testing Contract	
<input type="checkbox"/>	Specify	2063	POLS	480	01	Seminar in Political Science	1	TR: 12:30 PM - 01:45 PM		

STEP 2: SELECT AVAILABLE OPTIONS

Please select at least one course from the table above.

SPECIFY ALTERNATIVE TESTING CONTRACT IN BULK >

6. On this page, you will answer the questions listed to specify what we need to know to proctor your exams. Once you have completed the form, click the “Submit Alternative Testing Contract” button to save your answers and share them with the DRC.

14 SPECIFY ALTERNATIVE TESTING CONTRACT IN BULK

Session Extender: Enable

» SPECIFY ALTERNATIVE TESTING CONTRACT IN BULK

LOGIN AS INSTRUCTOR

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SIGN OUT >

Note: Required fields are marked with an asterisk (\*).

SELECTED COURSES

- AMERICAN GOVERNMENT & POL (CRN: 2060)
- AMERICAN GOVERNMENT & POL (CRN: 2693)

LIST OF QUESTIONS

Question 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 Comment:

Question 2: What Materials Are Allowed For Quizzes/Tests/Exams?

- ☐ Pencil

Question 5: Completed Exams - preferred action

- ☐ Uploaded to Instructor Access portal only
- ☐ Uploaded to Instructor Access portal and original returned in campus mail
- ☐ Hold for professor to pick up from the DRC, 123 Rodli

Additional Comment:

CONTACT INFORMATION

Phone Number:

United States of America (+1) 

FORM SUBMISSION



SUBMIT ALTERNATIVE TESTING CONTRACT >