

Requesting Exams in DRC Connect

Students can request exams in DRC Connect only after they have sent out their accommodations to their professors in DRC Connect. (AKA send out “Faculty Notification Letters) Exams should be scheduled during the day and time of their class unless otherwise discussed with their instructor. This is true for quizzes and finals as well.

1. Log into DRC Connect on the [Current Students DRC Webpage](#)



Current Students with Accommodations

Use DRC CONNECT to request:

- Alternative testing accommodations for exams taken in the DRC.
- Faculty Notification Letters be emailed to instructors.
- An appointment with DRC professional staff.
- A peer notetaking accommodation.



DRC Connect

2. Once logged in, your home page will look like this:

Hi Andrew! (Login As User)

OVERVIEW

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- › Overview
- › Announcements
- › Equipment
- › Information Release Consents
- › **Login and Security**
- › **My Appointments**
- › My Documents

Accommodation Requests
FALL 2025

5	<input checked="" type="checkbox"/>
Number of Requests	View All Requests
View Request Detail	

List of Accommodation Requests:

- CRIM 200.01 - CRIMINAL BEHAVIOR (CRN: 1552)
- CRIM 389.01 - SPECIAL TOPICS

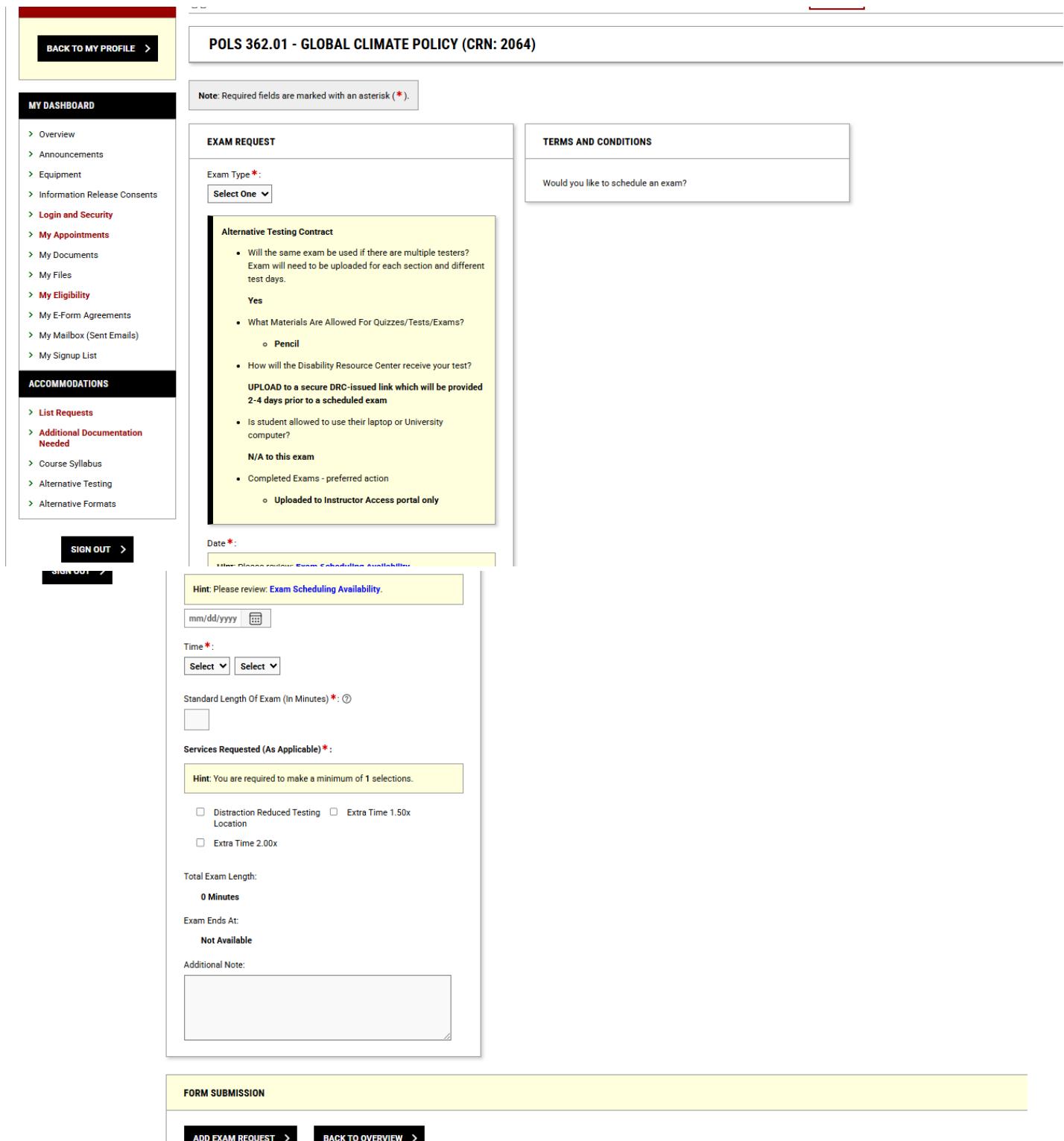
3. Scroll down on the left hand side of the page and click on “Alternative Testing” under the “My Accommodations” menu

The screenshot shows a user interface for managing accommodations. On the left, a sidebar lists various menu items under 'My Accommodations'. The 'ACCOMMODATIONS' section is highlighted in black. Under it, the 'Alternative Testing' option is listed and highlighted with a red arrow. The main content area shows course details for 'POLS 362.01 - GLOBAL CLIMATE POLICY (CRN: 2064)' and a 'QUESTION?' section with contact information for the Disability Resource Center. At the bottom left is a 'SIGN OUT' button.

4. Once on the Alternative Testing page, use the drop bar to select a class to take an exam in and click “Schedule an Exam.”

The screenshot shows the 'ALTERNATIVE TESTING' page. The 'SCHEDULE AN EXAM' section contains an 'Important Note' about courses marked with * not having an Alternative Testing Contract. Below this is a 'Select Course:' dropdown menu with 'Select One' selected, highlighted with a red arrow. At the bottom is a 'SCHEDULE AN EXAM' button.

5. You will be brought to the Exam Request page for your test. Be sure to select the exam type (exam, quiz, or final), enter the date and time, standard length of exam (how long the class has to take it), which accommodations you'd like to use, and finally any notes you would like to us to see. Then click "Add Exam Request" to complete the process.



POLS 362.01 - GLOBAL CLIMATE POLICY (CRN: 2064)

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

EXAM REQUEST

Exam Type *:

TERMS AND CONDITIONS

Would you like to schedule an exam?

Alternative Testing Contract

- 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
- What Materials Are Allowed For Quizzes/Tests/Exams?
 - Pencil
- 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
- Is student allowed to use their laptop or University computer? N/A to this exam
- Completed Exams - preferred action
 - Uploaded to Instructor Access portal only

Date *:

Hint: Please review: [Exam Scheduling Availability](#).

Time *:

Standard Length Of Exam (In Minutes) *:

Services Requested (As Applicable) *:

Hint: You are required to make a minimum of 1 selections.

Distraction Reduced Testing Extra Time 1.50x Location

Extra Time 2.00x

Total Exam Length: **0 Minutes**

Exam Ends At: **Not Available**

Additional Note:

FORM SUBMISSION

In the new version of DRC Connect, Professors are able to list exam dates in the system if they choose. You may notice these dates listed while requesting. You are expected to test on the day of the exam no matter what unless you have discussed it with your professor and the DRC.

6. We encourage you to double check if your request was successful. To double check if the request was received, you will receive an email confirming your request like this one.



Status: **Instructor Approval Required**

Late Request: **Yes**

Student: **Andrew TEST** (School ID: **3142623**)

Course: **POLS 362.01 - GLOBAL CLIMATE POLICY (CRN: 2064)**

Exam Type: **Exams**

Date: **Monday, January 12, 2026**

Start Time: **12:00 PM**

Standard Length of Exam: **50 Minutes**

End Time: **01:15 PM (75)**

Location: **123 Rodli Hall**

Approved Accommodations:

- Distraction Reduced Testing Location
- Extra Time 1.50x

Disability Resource Center

Phone: 715-425-0740

Email: drc@uwr.edu

Alternatively, you can also check under the “Alternative Testing” section in DRC Connect, which should list your requested exams.

The screenshot shows the 'ALTERNATIVE TESTING' section of the DRC Connect dashboard. The left sidebar includes links for 'LOGIN AS USER', 'BACK TO MY PROFILE', 'MY DASHBOARD' (with items like Overview, Announcements, Equipment, etc.), and 'ACCOMMODATIONS' (with items like List Requests and Additional Accommodations). The main content area shows a 'SCHEDULE AN EXAM' form with an 'Important Note' about courses marked with * requiring standard length entry. Below this is a table for 'UPCOMING EXAMS SCHEDULED' with columns for View, Status, Location, CRN, Subject, Course, Section, Type, Exam Date, Time Range, and Late. One exam is listed: CRN 2064 for POLS 362.01 on 01/12/2026 from 12:00 PM to 01:15 PM (75) minutes, with 'Instructor Approval Required' status and 'Yes' for Late.

View	Status	Location	CRN	Subject	Course	Section	Type	Exam Date	Time Range	Late
View	Instructor Approval Required	123 Rodli Hall	2064	POLS	362	01	Exams	01/12/2026	12:00 PM - 01:15 PM (75)	Yes