# 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 Notifcation 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.

2. Once logged in, your home page will look like this:
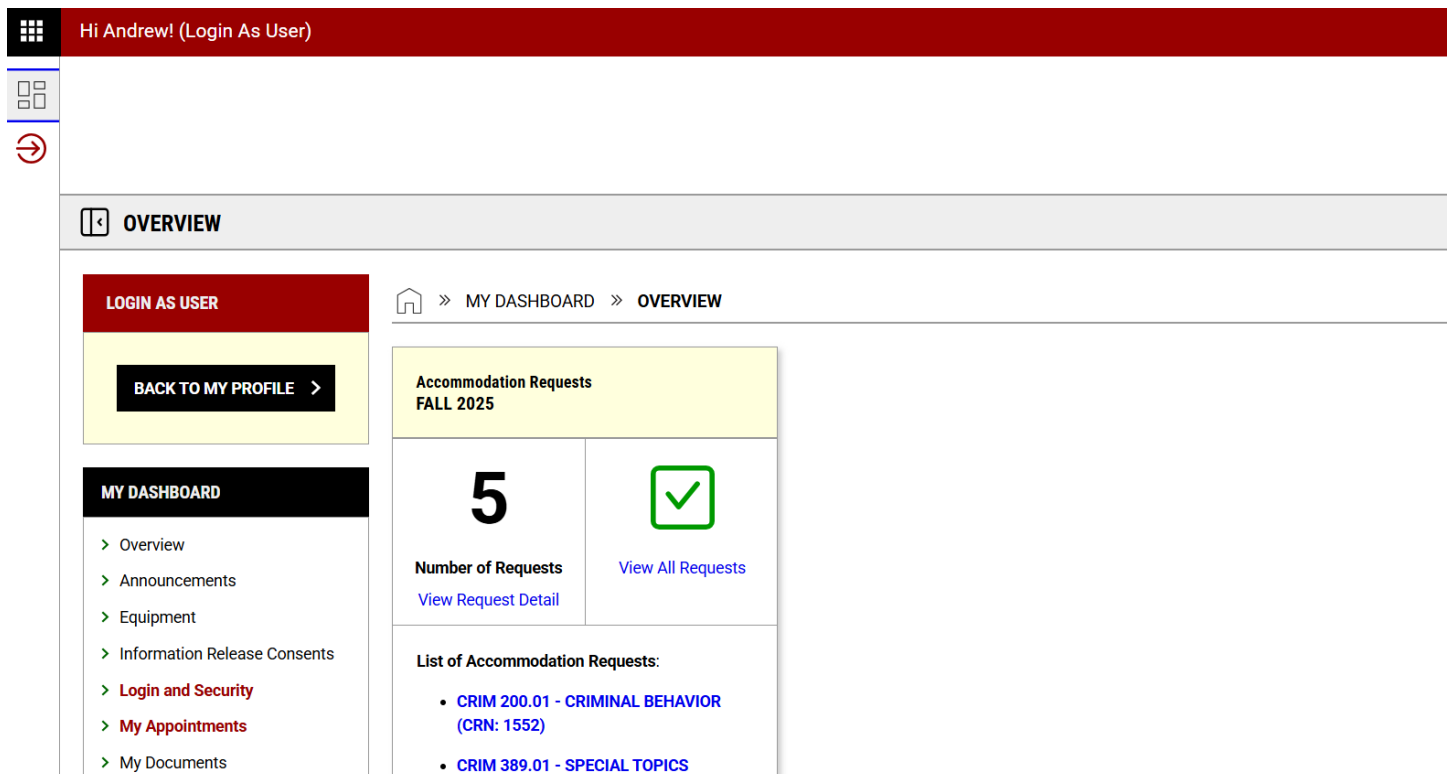
3. Scroll down on the left hand side of the page and click on "Alternative Testing" under the "My Accommodations" menu

My Files

> **My Eligibility**

> My E-Form Agreements

> My Mailbox (Sent Emails)

> My Signup List

**ACCOMMODATIONS**

> **List Requests**

> **Additional Documentation Needed**

> Course Syllabus

> Alternative Testing ⟵

> Alternative Formats

**SIGN OUT** ⟩

- CRIM 389.01 - SPECIAL TOPICS (CRN: 1566)
- **POLS 362.01 - GLOBAL CLIMATE POLICY (CRN: 2064)**
- POLS 416.01 - CONSTITUTIONAL

**QUESTION?**

**Disability Resource Center**
Phone: 715-425-0740
Email: drc@uwrf.edu

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."

**ALTERNATIVE TESTING**

**LOGIN AS USER**

**BACK TO MY PROFILE** ⟩

**MY DASHBOARD**

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

⌂ » MY DASHBOARD » ALTERNATIVE TESTING

OVERVIEW    ALL EXAM REQUESTS

**SCHEDULE AN EXAM**

**Important Note**
- Courses marked with * do not have **Alternative Testing Contract** specified by the instructor and you will be required to enter the **standard length** of the exam.

Select Course:   | Select One ⌄ | ⟵

**SCHEDULE AN EXAM** ⟩

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.



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. <mark>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.</mark>

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 you 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@uwrf.edu

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