

## 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](#)



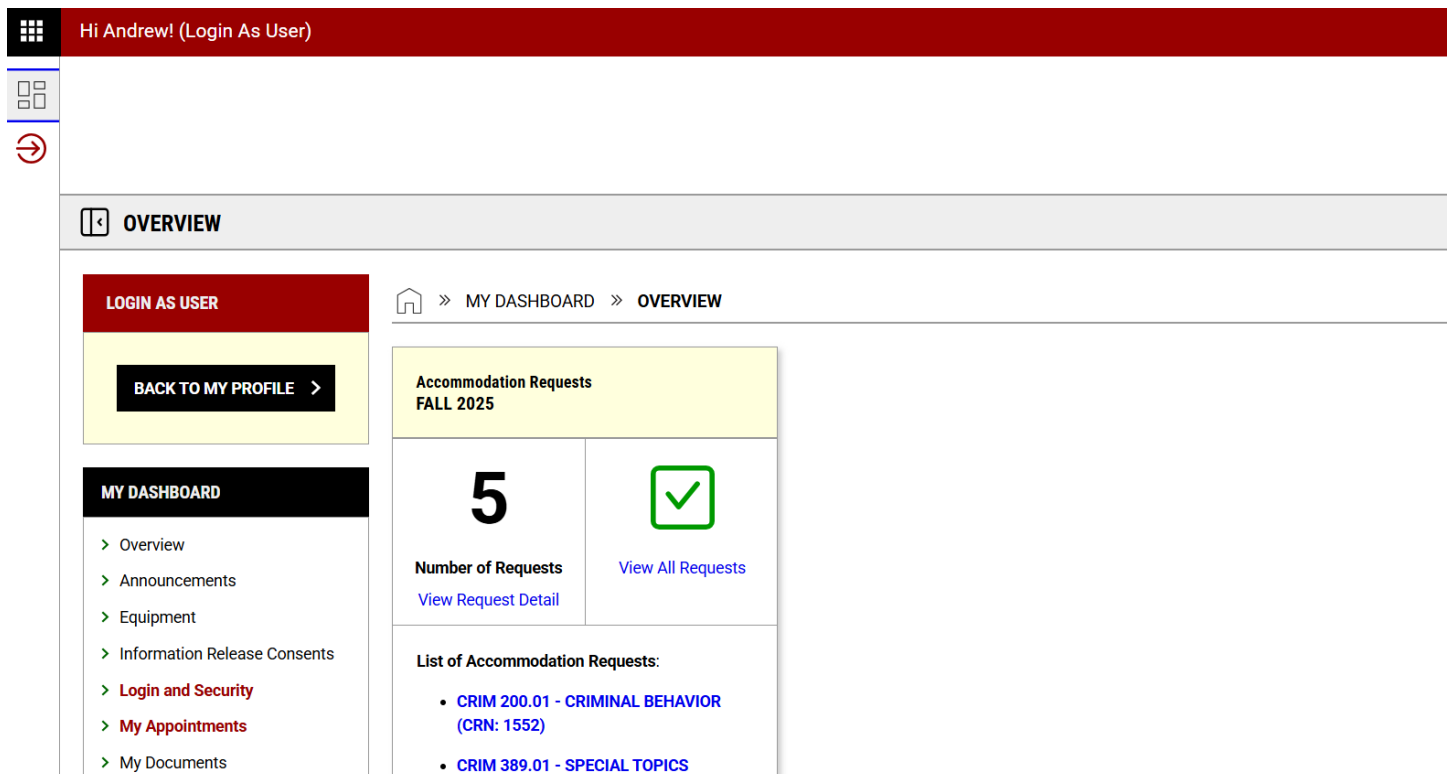
### Current Students with Accommodations

#### 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.



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

The screenshot shows a user interface with a left-hand navigation menu. Under the 'ACCOMMODATIONS' section, the following items are listed: 'List Requests', 'Additional Documentation Needed', 'Course Syllabus', 'Alternative Testing', and 'Alternative Formats'. A red arrow points to the 'Alternative Testing' item. To the right of the menu, there is a 'QUESTION?' section with contact information for the Disability Resource Center: 'Phone: 715-425-0740' and 'Email: drc@uwrf.edu'. Above this, a list of courses is partially visible, including 'CRIM 362.01 - GLOBAL CLIMATE POLICY (CRN: 2064)'.

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 top navigation bar includes 'ALTERNATIVE TESTING', 'OVERVIEW', and 'ALL EXAM REQUESTS'. The left-hand navigation menu has a 'MY DASHBOARD' section with links to 'Overview', 'Announcements', 'Equipment', 'Information Release Consents', 'Login and Security', 'My Appointments', and 'My Documents'. The main content area is titled 'SCHEDULE AN EXAM'. It features an 'Important Note' stating: '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.' Below this, there is a 'Select Course:' label followed by a dropdown menu currently showing 'Select One'. A red arrow points to this dropdown menu. A 'SCHEDULE AN EXAM' button is located below the dropdown.

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.

BACK TO MY PROFILE >

MY DASHBOARD

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

POLS 362.01 - GLOBAL CLIMATE POLICY (CRN: 2064)

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

EXAM REQUEST

Exam Type \*:  
Select One ▾

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 \*:  
mm/dd/yyyy

Time \*:  
Select ▾ Select ▾

Standard Length Of Exam (In Minutes) \*:  
0

Services Requested (As Applicable) \*:  
Hint: You are required to make a minimum of 1 selections.

- ☐ Distraction Reduced Testing Location
- ☐ Extra Time 1.50x
- ☐ Extra Time 2.00x

Total Exam Length:  
0 Minutes

Exam Ends At:  
Not Available

Additional Note:

TERMS AND CONDITIONS

Would you like to schedule an exam?

FORM SUBMISSION

ADD EXAM REQUEST > BACK TO OVERVIEW >

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 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](mailto:drc@uwrf.edu)

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

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 Files

> My Eligibility

> My E-Form Agreements

> My Mailbox (Sent Emails)

> My Signup List

ACCOMMODATIONS

> List Requests

> Additional Documentation

» MY DASHBOARD » ALTERNATIVE TESTING

OVERVIEWALL 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 >

UPCOMING EXAMS SCHEDULED

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

QUESTION?