How to Schedule an Exam at the DRC

The following is a list of steps in order to schedule an exam/quiz with the DRC.

Remember, you must complete these steps AT LEAST THREE (3) CALENDAR DAYS before your desired DRC testing date. Additionally, your instructor must approve the date and time you are requesting. Get approval from your instructor before scheduling with us.

1. Type drc.uic.edu into your web browser, and hit enter.
2. On the DRC homepage, scroll about half-way down the page, to the heading that reads "DRC Forms."
3. On the second image of the first row, click on “Student Exam Scheduling.”
4. On the Accommodate portal login screen, under the question “What type of user are you?” click Student.
5. You will be prompted to log into the UIC system; click "University of Illinois at Chicago" as your campus, then

6. Scroll over the tab “Accommodation” and choose “Accessibility Request” from the list.

7. Click “Schedule Alternative Test” button.

8. Fill in filters to find testing room availability to desired day(s). You may filter by length of time you need, date range, room, and day. After selecting filters, click the “Check Availability” button.
9. When you have found a date and time that you’d like to book, click the link and complete the Exam Booking Request. You **MUST** include the course number (e.g.: ENGL 121), the length of time you need (e.g.: exam length *plus your extended time*), and your professor information (i.e.: name and email address). Then click “Submit Request.”
10. Advise instructors to visit `drc.uic.edu`:

   1. Halfway down the DRC's homepage, under the heading "DRC Forms," they will find an image of a hand holding a pencil over an exam. This image is labeled "Instructors: Exam Proctoring Form."
   2. The instructor should click this link and fill out the corresponding information.