

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."

The screenshot shows a grid of six cards under the heading "DRC Forms". The second card in the first row, titled "Student Exam Scheduling", is highlighted with a red border. Below the heading, the cards are arranged in two rows of three. Each card features an image, a title, and a brief description.

Image	Title	Description
	New to the DRC? Start Here	Student Registration Form
	Student Exam Scheduling	Students: Fill out this form to make sure your exams are scheduled.
	Instructors: Exam Proctoring Form	Instructors: Please fill out so we can proctor your exams correctly.
	Is Your Classroom Inaccessible?	Students: You can ask your classroom to be moved with this form.
	Request Your Interpreter/Captioner Here	Fill out this form to request captioning/interpreters
	Note Taker Agreement Forms	Need a Note Taker? Check out these forms.

4. On the Accommodate portal login screen, under the question "What type of user are you?" click Student.

The screenshot shows the Accommodate portal login screen. The URL is <https://uic-accommodate.symplicity.com>. The page features the Accommodate logo and the question "What type of user are you?". Two buttons are visible: "Student" (highlighted with a red box) and "Faculty". The footer includes "Accessibility Services Management System" and "Privacy Policy | Terms of Use".

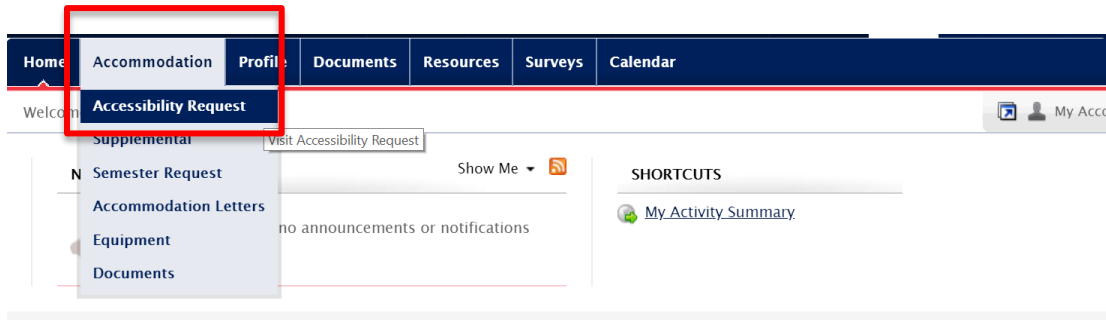
5. You will be prompted to log into the UIC system; click "University of Illinois at Chicago" as your campus, then

Please log in

Application requesting login: UIC Shibboleth

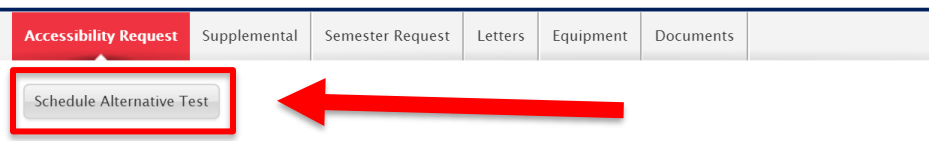
Log in

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

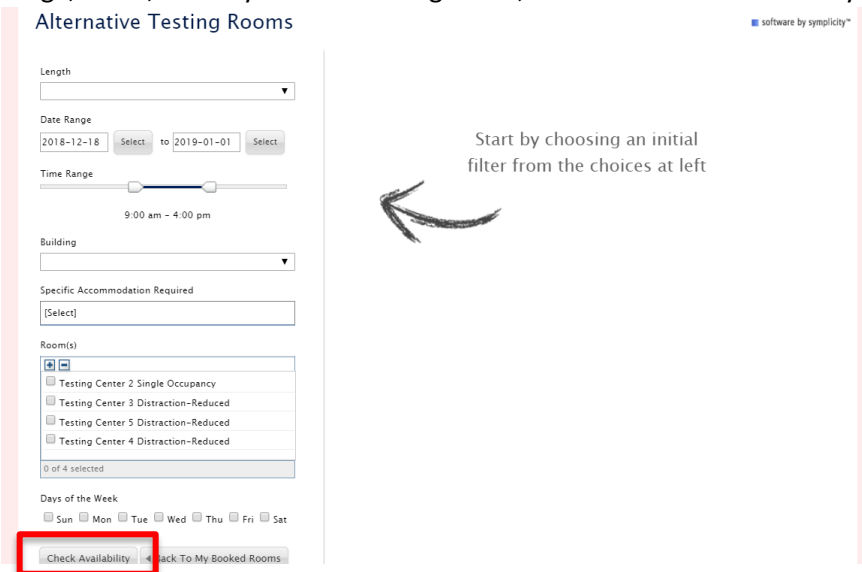


7. Click "Schedule Alternative Test" button.

Accommodation



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."

Home > Test Room Booking

My Account

software by simplicity

Alternative Testing Rooms

Length

Date Range
 2019-01-14 to 2019-02-01

Time Range
 9:00 am - 4:00 pm

Building

Specific Accommodation Required

Monday, Jan 14, 2019

9:00 am	Testing Center 5 Distraction-Reduced	30, 60, 75, 90, 120, 150, 180, 210, 240 mins (24 of 25 slots available)
	Testing Center 3 Distraction-Reduced	60 mins (6 of 6 slots available)
9:30 am	Testing Center 5 Distraction-Reduced	30, 60, 75, 90, 120, 150, 180, 210, 240 mins (24 of 25 slots available)
	Testing Center 3 Distraction-Reduced	60 mins (6 of 6 slots available)
10:00 am	Testing Center 5 Distraction-Reduced	30, 60, 75, 90, 120, 150, 180, 210, 240 mins (25 of 25 slots available)
	Testing Center 3 Distraction-Reduced	60 mins (6 of 6 slots available)
10:30 am	Testing Center 5 Distraction-Reduced	30, 60, 75, 90, 120, 150, 180, 210, 240 mins (25 of 25 slots available)
	Testing Center 3 Distraction-Reduced	60 mins (6 of 6 slots available)
11:00 am	Testing Center 5 Distraction-Reduced	30, 60, 75, 90, 120, 150, 180, 210, 240

Confirm Exam Booking

* indicates a required field

Testing Room* Testing Center 5 Distraction-Reduced

Course*

Testing Date* January 14, 2019

Testing Time* 9:00 am

Length (including extended time)*













Professor Name (FIRST and LAST name)*

Professor Email Address*

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.

DRC Forms

		
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