

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 the 'DRC Forms' section of a website. It features a grid of six cards, each with a representative image and a title. The card for 'Student Exam Scheduling' is highlighted with a red border. The other cards are: 'New to the DRC? Start Here' (Student Registration Form), 'Instructors: Exam Proctoring Form', 'Is Your Classroom Inaccessible?', 'Request Your Interpreter/Captioner Here', and 'Note Taker Agreement Forms'.

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

The screenshot shows the login screen for the Accommodate portal. The URL in the browser is <https://uic-accommodate.symplicity.com>. The page title is 'Accommodate by symplicity'. The main heading is 'What type of user are you?'. There are two buttons: 'Student' (with a pencil icon) and 'Faculty' (with an apple icon). The 'Student' button is highlighted with a red border. At the bottom, there is a footer with 'Accessibility Services Management System' and links for 'Privacy Policy' and 'Terms of Use'.

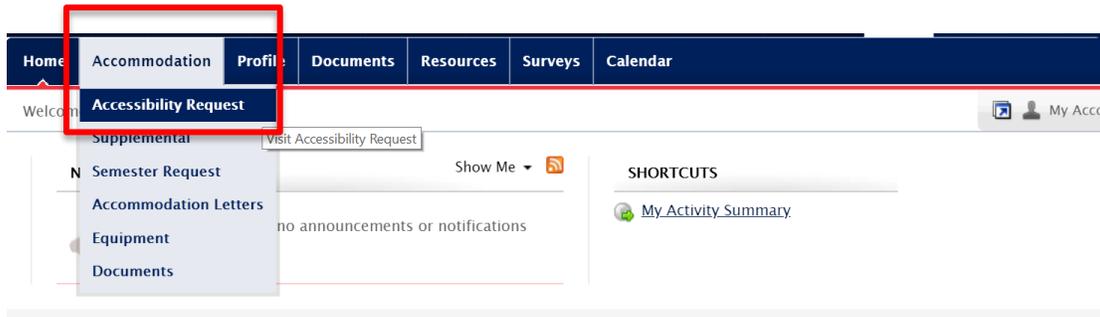
5. You will be prompted to log into the UIC system; click "University of Illinois at Chicago" as your campus, then

Please log in

Application requesting login: UIC Shibboleth

Log in

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

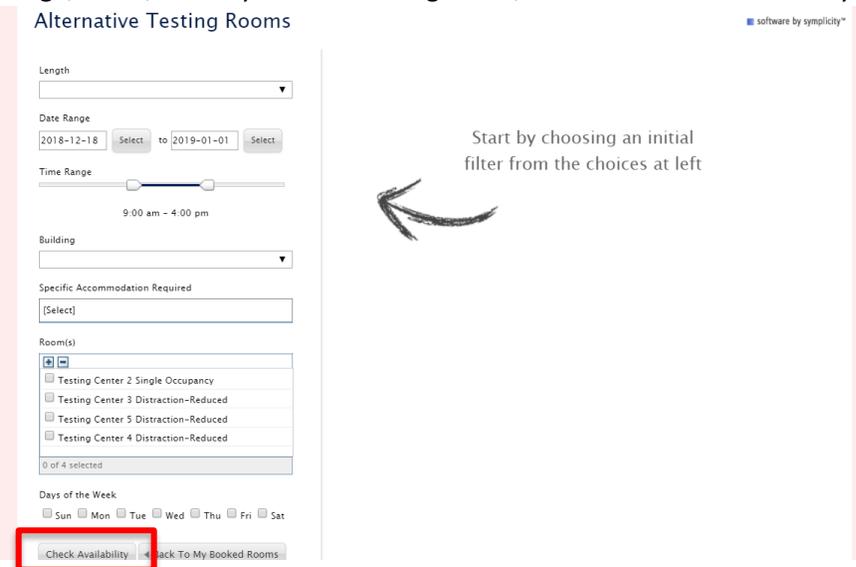


7. Click "Schedule Alternative Test" button.

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

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 mins (25 of 25 slots available)

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)*

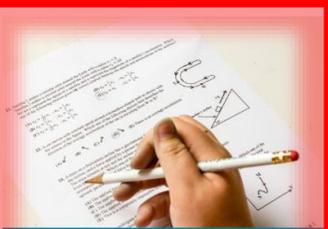
Professor Name (FIRST and LAST name)*

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

		
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.