



Disability Resource Center

INSTRUCTOR ACCOMMODATION PORTAL

DRC Testing Module

Step-by-step instructions on how to use the DRC Testing Module within the Disability Resource Center – Instructor Accommodation Portal.

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Testing Instruction Form (TIF)

A Testing Instruction Form (TIF) is an online form that instructors fill out with their course exam information for the semester. A few important things to note about the TIF:

- Instructors will not be able to submit a TIF for their course until at least 1 student has shared their Course Accessibility Letter (CAL) for that section.
- Instructors will need to upload a TIF for each section of their course, but may copy a TIF from one section to another.
- **Instructors must submit a TIF before a student can request their exam.** Failure to upload a TIF with enough advance notice for the student to request their exam will result in the instructor being responsible for facilitating the student's exam accommodations.
- Instructor contact information provided in TIF is for DRC Testing Staff use only.

How to fill out a TIF if instructor is proctoring own exams OR there are no exams for that class

Step 1: Login to the [Instructor Accommodation Portal](#) using your BoilerKey.

Step 2: Click *DRC Testing* in the left side menu bar

The screenshot shows the 'Instructor Authentication Page' for the Disability Resource Center at Purdue University. The page is accessed via the URL olympic.accessiblelearning.com/purdue/instructor/Login.aspx. The user is logged in as 'kjorda00'. The left sidebar contains a 'Views and Tools' menu with options: Overview, Course Syllabus, **DRC Testing** (highlighted with a red box and an orange arrow), Alternative Formats, and Notetaking Services. Below this menu is a 'Logout' button. The main content area is titled 'INSTRUCTOR AUTHENTICATION PAGE' and includes a 'REMINDERS' section with the following text: 'Please read the following prior to completing the form: By clicking on the following button, I acknowledge that I have received and understand Purdue's FERPA policy as it pertains to student records. Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Reminders: Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**. **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**'. A 'Continue to View Student Accommodations' button is located at the bottom of the reminders section. The footer contains contact information for the Disability Resource Center, including the address (155 S. Grant Street, Young Hall 830, West Lafayette, IN 47907), website (<https://www.purdue.edu/drc/>), email (drc@purdue.edu), phone ((765) 494-1247), and fax ((765) 496-3759).

Step 3: Find the *Proctoring Your Own Exam* box in the middle of the page.

Step 4: Click the drop down arrow for *Select Class* and highlight the section. Be sure you are selecting the correct CRN.

Welcome Kelsey Jordan! My Profile My Mailbox (Sent E-Mails) Sign Out

PURDUE UNIVERSITY Disability Resource Center

My Dashboard Unified Blogs Staff Access Website Control Testing Center

Home >> Instructor Homepage >> DRC Testing

Views and Tools

- > Overview
- > Course Syllabus
- > DRC Testing
- > Alternative Formats
- > Notetaking Services

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

DRC TESTING

List Exams Completed Exams Files Students' Courses

SPECIFY TESTING INSTRUCTION FORM

Select Class: **DRCT 101.001 (SLN: X123456) - DRC Testing**

Continue to Specify Testing Instruction Form

PROCTORING YOUR OWN EXAM

If you are planning on having DRC Testing administer accommodated exams for your course **DO NOT** complete this Proctoring Own Exam section

By selecting one of the options below, you or your department are agreeing to administer your class exam, OR that you have no exams in your course this semester. If you have questions or concerns about implementing certain exam accommodations, please contact the student's Access Consultant directly.

Select Class: **DRCT 101.001 (SLN: X123456) - DRC Testing** Type: **Select One** **Confirm**

No Exam Has Been Uploaded

Questions? Contact Us!

Please contact our office if you have any questions regarding DRC Testing request.

Questions about DRC Testing? Contact us!

765-496-6168
drc.testing@purdue.edu

NEED HELP?

Access Tutorials
Contact Our Office
Read Disclaimer

DISABILITY RESOURCE CENTER

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West Lafayette, IN 47907

Website: <https://www.purdue.edu/drc/>
Email Us: drc@purdue.edu

Phone: (765) 494 - 1247
Fax: (765) 496 - 3759

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Step 5: Click the drop down arrow to select *Type*. The 2 options are *I Will Proctor My Own Exams* OR *My Class Has No Exam*.

Step 6: Click *Confirm* button

Welcome Kelsey Jordan! My Profile My Mailbox (Sent E-Mails) Sign Out

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Views and Tools

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Continue to Specify Testing Instruction Form

PROCTORING YOUR OWN EXAM

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By selecting one of the options below, you or your department are agreeing to administer your class exam, OR that you have no exams in your course this semester. If you have questions or concerns about implementing certain exam accommodations, please contact the student's Access Consultant directly.

Select Class: **DRCT 101.001 (SLN: X123456) - DRC Testing** Type: **Select One**

I Will Proctor My Own Exams

My Class Has No Exam

Confirm

No Exam Has Been Uploaded

Questions? Contact Us!

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Questions about DRC Testing? Contact us!

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Email Us: drc@purdue.edu

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Step 7: If done successfully, there will be a green check mark and *System Update is Successful* message at the top of the page.

DRC TESTING

List Exams Completed Exams Files Students' Courses

 **SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.

What if I mistakenly said there were no exams or that I would proctor my own?

Step 1: Go to the DRC Testing Module and find the box that says *Exams Proctored by Instructor or Class Without Exams*

Step 2: Click *Cancel*

Welcome Kelsey Jordan! My Profile My Mailbox (Sent E-Mails) Sign Out

PURDUE UNIVERSITY Disability Resource Center

My Dashboard Unified Blogs Staff Access Website Control Testing Center

Home > Instructor Homepage > DRC Testing

Views and Tools

- > Overview
- > Course Syllabus
- > DRC Testing
- > Alternative Formats
- > Notetaking Services

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

DRC TESTING

List Exams Completed Exams Files Students' Courses

SPECIFY TESTING INSTRUCTION FORM

Select Class: **DRCT 101.002 (SLN: X234567) - DRC Testing**

Continue to Specify Testing Instruction Form

PROCTORING YOUR OWN EXAM

If you are planning on having DRC Testing administer accommodated exams for your course DO NOT complete this Proctoring Own Exam section

By selecting one of the options below, you or your department are agreeing to administer your class exam, OR that you have no exams in your course this semester. If you have questions or concerns about implementing certain exam accommodations, please contact the student's Access Consultant directly.

Select Class: **DRCT 101.002 (SLN: X234567) - DRC Testing** Type: **Select One** **Confirm**

EXAMS PROCTORED BY INSTRUCTOR OR CLASS WITHOUT EXAMS

- DRCT 101.001 - DRC Testing Action: **Cancel!**


No Exam Has Been Uploaded

Questions? Contact Us!

Please contact our office if you have any questions regarding DRC Testing request.

Step 3: If done successful, there will be a green check mark with a *System Update is Successful* message at the top of the page and new TIF may be uploaded.

Welcome Kelsey Jordan!My ProfileMy Mailbox (Sent E-Mails)Sign Out

PURDUE
UNIVERSITY®

Disability Resource Center

My DashboardUnified BlogsStaff AccessWebsite ControlTesting Center

Home > Instructor Homepage > DRC Testing

Views and Tools

> Overview
> Course Syllabus
> DRC Testing
> Alternative Formats
> Notetaking Services


Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

DRC TESTING

List ExamsCompleted Exams FilesStudents' Courses

SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

SPECIFY TESTING INSTRUCTION FORM

Select Class: **DRCT 101.001 (SLN: X123456) - DRC Testing**

Continue to Specify Testing Instruction Form

PROCTORING YOUR OWN EXAM

If you are planning on having DRC Testing administer accommodated exams for your course DO NOT complete this Proctoring Own Exam section

By selecting one of the options below, you or your department are agreeing to administer your class exam, OR that you have no exams in your course this semester. If you have questions or concerns about implementing certain exam accommodations, please contact the student's Access Consultant directly.

Select Class: **DRCT 101.001 (SLN: X123456) - DRC Testing**Type: **Select One**

Confirm

No Exam Has Been Uploaded

Questions? Contact Us!

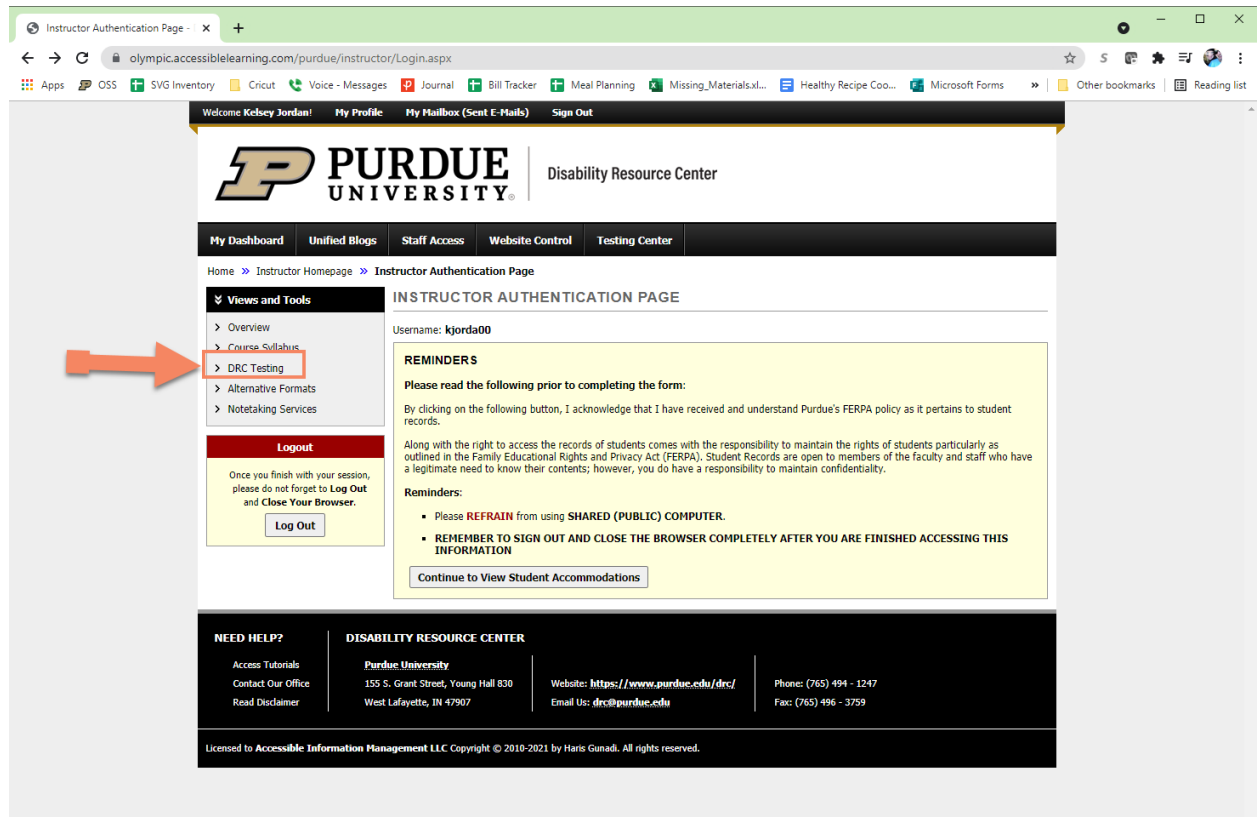
Please contact our office if you have any questions regarding DRC Testing request.

7 | Page

How to fill out TIF if DRC Testing Center will be facilitating the exams

Step 1: Login to the [Instructor Accommodation Portal](#) using your BoilerKey.

Step 2: Click *DRC Testing* in the left side menu bar



The screenshot shows the 'Instructor Authentication Page' of the Purdue University Disability Resource Center. The page is accessed via the URL olympic.accessiblelearning.com/purdue/instructor/Login.aspx. The user is logged in as 'kjorda00'. The left sidebar contains a 'Views and Tools' menu with the following items: Overview, Course Syllabus, **DRC Testing** (highlighted with a red box and an orange arrow), Alternative Formats, and Notetaking Services. The main content area is titled 'INSTRUCTOR AUTHENTICATION PAGE' and includes a 'Logout' button, a 'Continue to View Student Accommodations' button, and a 'REMINDERS' section. The reminders section contains the following text: 'Please read the following prior to completing the form: By clicking on the following button, I acknowledge that I have received and understand Purdue's FERPA policy as it pertains to student records. Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Reminders: Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**. **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**'. The footer contains contact information for the Disability Resource Center, including the address (155 S. Grant Street, Young Hall 830, West Lafayette, IN 47907), website (<https://www.purdue.edu/drc/>), email (drc@purdue.edu), phone ((765) 494-1247), and fax ((765) 496-3759).

Step 3: Find *Specify Testing Instruction Form* box at the top of the page.

Step 4: Click the drop down arrow for *Select Class* and highlight the section. Be sure you are selecting the correct CRN.

- **NOTE:** In order for a specific CRN to be listed, at least one student in that section must have shared their Course Accessibility Letter (CAL) with you. If you are teaching a course and do not see the CRN listed, you will not be able to upload a TIF at that time.

Welcome Kelsey Jordan! My Profile My Mailbox (Sent E-Mails) Sign Out

PURDUE UNIVERSITY Disability Resource Center

My Dashboard Unified Blogs Staff Access Website Control Testing Center

Home > Instructor Homepage > DRC Testing

Views and Tools

- > Overview
- > Course Syllabus
- > DRC Testing
- > Alternative Formats
- > Notetaking Services

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

DRC TESTING

List Exams Completed Exams Files Students' Courses

SPECIFY TESTING INSTRUCTION FORM

Select Class: **DRCT 101.001 (SLN: X123456) - DRC Testing**

Continue to **DRCT 101.002 (SLN: X234567) - DRC Testing**

PROCTORING YOUR OWN EXAM

If you are planning on having DRC Testing administer accommodated exams for your course **DO NOT** complete this Proctoring Own Exam section

By selecting one of the options below, you or your department are agreeing to administer your class exam, OR that you have no exams in your course this semester. If you have questions or concerns about implementing certain exam accommodations, please contact the student's Access Consultant directly.

Select Class: **DRCT 101.001 (SLN: X123456) - DRC Testing** Type: **Select One** **Confirm**

No Exam Has Been Uploaded

Questions? Contact Us!

Please contact our office if you have any questions regarding DRC Testing request.

Questions about DRC Testing? Contact us!

765-496-6168
drc.testing@purdue.edu

Step 5: Click *Continue to Specify Testing Instruction Form* button

SPECIFY TESTING INSTRUCTION FORM

Select Class: **DRCT 101.002 (SLN: X234567) - DRC Testing** ▼

Continue to Specify Testing Instruction Form ←

Step 6: Fill out Testing Instruction Form questionnaire.

Testing Instruction Form

1. **Is student allowed to take physical copy of exam with them upon completion? ***

☐ Yes

☐ No

☐ N/A (Online)

Additional Note or Comment

2. **Is a calculator allowed? ***

☐ Yes: any kind

☐ Yes: Scientific calculator only (no graphing)

☐ Yes: 4-function only

☐ Yes: Instructor will provide to DRC Testing

☐ Yes: Only the calculator listed (Specify Below)

☐ No

Additional Note or Comment

3. **Does this exam require a Scantron? ***

☐ Yes: IDP-0 (30 questions, A-F)

☐ Yes: IDP-1 (150 questions, A-E)

☐ Yes: IDP-2 (100 questions, 1-10)

☐ Yes: IDP-11 (30 questions, A-E)

☐ Yes: IDP-15 (6 questions, A-E)

☐ Yes: FORM 882-E (100 questions, A-E, KRAN Only)

☐ No

Additional Note or Comment

4. **Are crib sheets/notes/textbooks allowed during the exam? *** ...

- ☐ No
- ☐ Yes: Provide specific what the student may use on the exam and if it should be collected. Students will only be able to use exactly what is stated. (Specify Below)

Additional Note or Comment

5. **Completed Exam Return Method *** ...

- ☐ Scanned copy uploaded to Instructor Portal
- ☐ Pick up from STEW G59 - Provide name of individuals approved to pick up exam. IDs will be required for Pick Up (Specify Below)
- ☐ Deliver to IDP for grading
- ☐ Online Exam (no exam to return)

Additional Note or Comment

6. **Any additional instructions for exam (response is visible to student) *** ...

7. **Please provide your anticipated exam date and time windows (If unknown, put UNK). Note: This information is for DRC Testing Staff's knowledge only. Students will not be able to see this information when requesting their exams. *** ...

NOTE: Providing the anticipated exam date and time windows DOES NOT guarantee a seat will be reserved for the student. Students are still responsible for scheduling their exam in order to reserve a seat. If a student schedules an exam for a date/time you do not approve, you will have the option to dispute the exam date/time. More details on how to do that can be found later in this document.

Step 7: In the *Exam Types* field, put how much time the regular class has for each exam.

- **NOTE:** If you have different proctoring information for each exam, you can submit a TIF specifically for any exam type. By putting a time allotment in the *Exam Types* field, you are applying this specific TIF to any of those exam types. Students will only be able to schedule an exam for the exam type specified in the TIF.

Step 8: In the *Additional Information* field, provide the best contact number for this exam in the event of any issues. You may also provide any additional note in the *Additional Note* text box.

Step 9: Click *Submit Testing Instruction Form* button

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Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Final Minutes

Midterm Minutes

Midterm 2 Minutes

Midterm 3 Minutes

Online Final Minutes

Online Midterm Minutes

Online Midterm 2 Minutes

Online Midterm 3 Minutes

Online Quiz Minutes

Quiz Minutes

Additional Information

Instructor Phone Number *:

Hint: Enter 10-digit number only.

Additional Note:

Submit Testing Instruction Form

Questions? Contact Us!

Please contact our office if you have any questions regarding DRC Testing request.

Questions about DRC Testing? Contact us!

Step 10: If TIF was submitted successfully, there will be a green check mark and *System Update is Successful* notification at the top of the page. You will also get an email confirmation with the TIF responses you provided.

DRC TESTING

[List Exams](#)

[Completed Exams Files](#)

[Students' Courses](#)



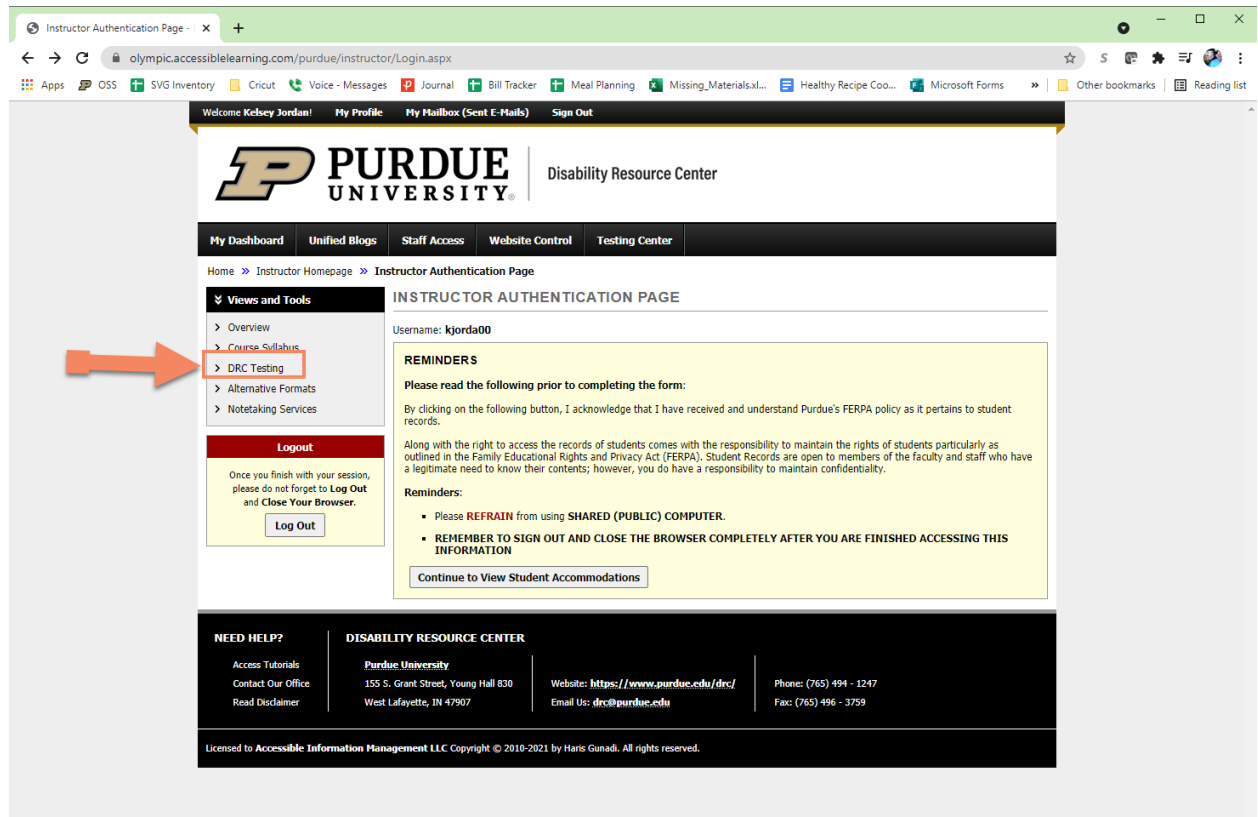
SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

What if I want to copy a TIF to another section/CRN?

Step 1: Login to the [Instructor Accommodation Portal](#) using your BoilerKey.

Step 2: Click *DRC Testing* in the left side menu bar



The screenshot shows the 'Instructor Authentication Page' for the Disability Resource Center at Purdue University. The page is accessed via the URL olympic.accessiblelearning.com/purdue/instructor/Login.aspx. The user is logged in as 'kjorda00'. The left sidebar contains a 'Views and Tools' menu with options: Overview, Course Syllabus, **DRC Testing** (highlighted with a red box and an orange arrow), Alternative Formats, and Notetaking Services. Below this menu is a 'Logout' button. The main content area is titled 'INSTRUCTOR AUTHENTICATION PAGE' and includes a 'REMINDERS' section with the following text:

REMINDERS

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand Purdue's FERPA policy as it pertains to student records.

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

At the bottom of the page, there is a 'NEED HELP?' section with links to 'Access Tutorials', 'Contact Our Office', and 'Read Disclaimer'. The 'DISABILITY RESOURCE CENTER' contact information is also provided, including the address (155 S. Grant Street, Young Hall 830, West Lafayette, IN 47907), website (<https://www.purdue.edu/drc/>), email (drc@purdue.edu), phone ((765) 494-1247), and fax ((765) 496-3759).

Step 3: Find the *List Testing Instruction Form* box near the bottom of the page.

Step 4: In the first drop down box (*Select*), find the TIF you are wishing to copy.

Step 5: In the second drop down box (*Copy to*), find the class/CRN you want to apply the existing TIF to.

Step 6: Click the *Copy* button

Welcome: Kelsey Jordan! My Profile My Mailbox (Sent E-Mails) Sign Out

PURDUE UNIVERSITY Disability Resource Center

My Dashboard Unified Blogs Staff Access Website Control Testing Center

Home » Instructor Homepage » DRC Testing

Views and Tools

- > Overview
- > Course Syllabus
- > DRC Testing
- > Alternative Formats
- > Notetaking Services

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

DRC TESTING

List Exams Completed Exams Files Students' Courses

SPECIFY TESTING INSTRUCTION FORM

Select Class: **DRCT 101.001 (SLN: X123456) - DRC Testing**

Continue to Specify Testing Instruction Form

PROCTORING YOUR OWN EXAM

If you are planning on having DRC Testing administer accommodated exams for your course DO NOT complete this Proctoring Own Exam section

By selecting one of the options below, you or your department are agreeing to administer your class exam, OR that you have no exams in your course this semester. If you have questions or concerns about implementing certain exam accommodations, please contact the student's Access Consultant directly.

Select Class: **DRCT 101.001 (SLN: X123456) - DRC Testing** Type: **Select One** **Confirm**

LIST TESTING INSTRUCTION FORM

Hint: If you need to make any changes, please select the following Testing Instruction Forms and click View. If you would like to make a copy of your Testing Instruction Form to another course, please use the following function to select your source Testing Instruction Form and your other course.

Select: **DRCT 101.002 - DRC Testing** **View**

Copy to: **DRCT 101.001 (SLN: X123456) - DRC Testing** **Copy**

Schedule Exam for Student: **Continue**

Step 7: If TIF was copied successfully, there will be a green check mark and *System Update is Successful* notification at the top of the page.

DRC TESTING

List Exams Completed Exams Files Students' Courses

 **SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.

What if I need to update a TIF?

Step 1: Login to the [Instructor Accommodation Portal](#) using your BoilerKey.

Step 2: Click *DRC Testing* in the left side menu bar

The screenshot shows the 'Instructor Authentication Page' of the Purdue University Disability Resource Center. The page is titled 'INSTRUCTOR AUTHENTICATION PAGE' and displays the username 'kjorda00'. A navigation menu on the left includes 'Views and Tools' with sub-items: 'Overview', 'Course Syllabus', 'DRC Testing' (highlighted with a red box and an orange arrow), 'Alternative Formats', and 'Notetaking Services'. Below the menu is a 'Logout' button. The main content area contains a 'REMINDERS' section with a warning to read the FERPA policy and a 'Continue to View Student Accommodations' button. The footer includes contact information for the Disability Resource Center and a copyright notice.

Welcome Kelsey Jordan! My Profile My Mailbox (Sent E-Mails) Sign Out

PURDUE UNIVERSITY Disability Resource Center

My Dashboard Unified Blogs Staff Access Website Control Testing Center

Home > Instructor Homepage > Instructor Authentication Page

Views and Tools

- > Overview
- > Course Syllabus
- > **DRC Testing**
- > Alternative Formats
- > Notetaking Services

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

INSTRUCTOR AUTHENTICATION PAGE

Username: kjorda00

REMINDERS

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By clicking on the following button, I acknowledge that I have received and understand Purdue's FERPA policy as it pertains to student records.

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Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Continue to View Student Accommodations

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Website: <https://www.purdue.edu/drc/>
Email Us: drc@purdue.edu

Phone: (765) 494 - 1247
Fax: (765) 496 - 3759

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Step 3: Find the *List Testing Instruction Form* box.

Step 4: In the first drop down box (*Select*), find the TIF you are wishing to edit.

Step 5: Click the *View* button.

Welcome Kelsey Jordan! My Profile My Mailbox (Sent E-Mails) Sign Out

PURDUE UNIVERSITY Disability Resource Center

My Dashboard Unified Blogs Staff Access Website Control Testing Center

Home > Instructor Homepage > DRC Testing

Views and Tools

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- > Course Syllabus
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- > Alternative Formats
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Logout

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Log Out

LIST TESTING INSTRUCTION FORM

Hint: If you need to make any changes, please select the following Testing Instruction Forms and click View. If you would like to make a copy of your Testing Instruction Form to another course, please use the following function to select your source Testing Instruction Form and your other course.

Select: **DRCT 101.001 - DRC Testing** **View** **Copy**

Copy to:

Schedule Exam for Student: **Continue**

No Exam Has Been Uploaded

Questions? Contact Us!

Please contact our office if you have any questions regarding DRC Testing request.

Questions about DRC Testing? Contact us!

765-496-6168
drc.testing@purdue.edu

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Website: <https://www.purdue.edu/drc/>
Email Us: drc@purdue.edu

Phones: (765) 494 - 1247
Fax: (765) 496 - 3759

Step 6: Update any of the information provided in the TIF.

Step 7: At the bottom of the page, click *Update Testing Instruction Form* button

Update Testing Instruction Form

Questions? Contact Us!

Please contact our office if you have any questions regarding DRC Testing request.

Questions about DRC Testing? Contact us!

765-496-6168
drc.testing@purdue.edu

Step 8: If TIF was updated successfully, there will be a green check mark and *System Update is Successful* notification at the top of the page.

DRC TESTING


List Exams Completed Exams Files Students' Courses

SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

Student Schedules An Exam – What next?

When a student schedules an exam, you will get an email notification with all of the specific exam appointment information.




Purdue - Disability Resource Center <noreply@olympic.accessiblelearning.com>

[DRC] New Exam Request DRCT 101.001 - DRC TESTING (CRN: X123456)

Bing Maps

Get more apps



Disability Resource Center

One of your students has submitted a request to take an exam at the Disability Resource Center (DRC) - Testing Center for DRCT 101.001 - DRC TESTING (CRN: X123456). Please review the date and time listed below.

Status: **Approved**

Student: **Michael Scott** (School ID: 555998877)

Class: **DRCT 101.001 - DRC Testing**

Exam Type: **Midterm**

Date: **Wednesday, August 25, 2021**

Start Time: **08:05 AM**

End Time: **09:35 AM (90)**

Location: **tbd**

Approved Accommodation(s):

- Exam Text-to-Speech
- Extended time totaling 150%

If you would like to dispute the student request, please use the following link to let us know within 2 days after the request was first submitted:
[https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?Step=Dispute&ID=E63969195130352&Key=\\$5Or37mt](https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?Step=Dispute&ID=E63969195130352&Key=$5Or37mt)

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and appropriate DRC testing staff members have access to the uploaded exams. Link to upload exam: [https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?ID=E63969195130352&Key=\\$5Or37mt](https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?ID=E63969195130352&Key=$5Or37mt)

Need help uploading?

- Log into the [AIM Instructor Portal online](#).
- Log in with Boiler Key 2-factor authentication.
- On the left under "Views & Tools" click on "DRC Testing."
- Under "Step 1 – Select Action", choose "Upload File to Exam(s)" from the drop down list next to "Available Tools."
- Under "Step 2 – Select from the Following Courses," click the check box next to the student/course in which you will be uploading an exam. You can choose multiple students if they will be taking the same exam.
- Under "Step 3 – Confirmation," click "Confirm Your Selections."
- Under "File Information," enter an "Exam File Note" if you desire, then click "Browse..." and find the exam file you are uploading. Click "Upload Exam" once you have selected your file.
- You are done!

PLEASE NOTE: You can only upload an exam file if a student has scheduled an exam. If you like to be proactive and anticipate your student will take their exam with the DRC Testing, you can still email or drop off the exam with us.

Disability Resource Center
Testing Center

128 Memorial Mall, Stewart G59
West Lafayette, IN 47907

o: 765-496-6168

[Disability Resource Center Testing Center](#)

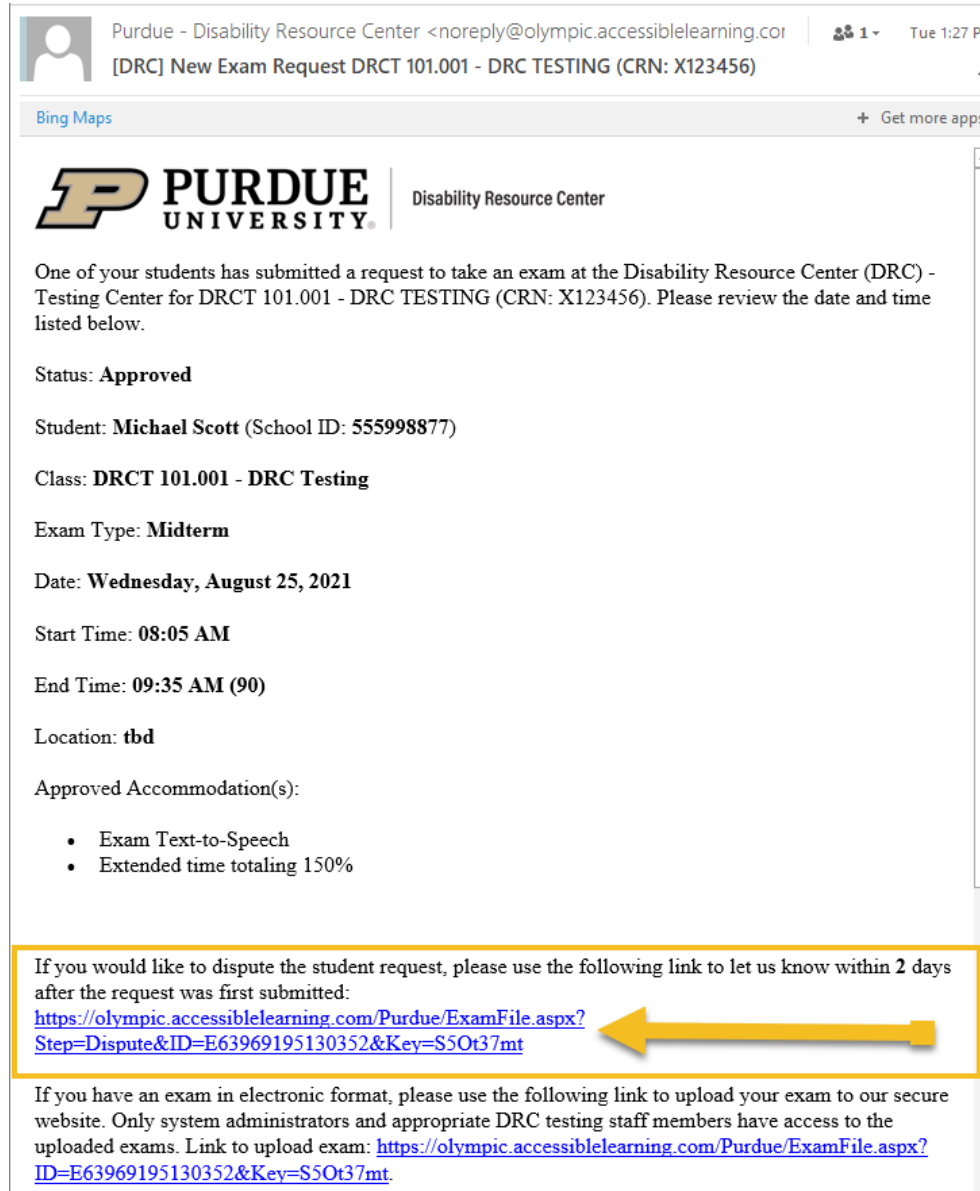
Dispute an Exam Request

Step 1: Receive *New Exam Request* email

Step 2: Find the section that says “If you would like to dispute the student request,...”

- **NOTE:** Exam disputes need to be made within 2 days of receiving the *New Exam Request* email.

Step 3: Click link in email



The screenshot shows an email from the Purdue University Disability Resource Center. The header includes the university logo and the text "Disability Resource Center". The main body of the email states that a student has submitted a request to take an exam at the DRC Testing Center for DRCT 101.001 - DRC TESTING (CRN: X123456). The status is "Approved". The student is Michael Scott (School ID: 555998877). The class is DRCT 101.001 - DRC Testing. The exam type is Midterm. The date is Wednesday, August 25, 2021. The start time is 08:05 AM and the end time is 09:35 AM (90). The location is tbd. The approved accommodation(s) are Exam Text-to-Speech and Extended time totaling 150%. A yellow box highlights a section that says: "If you would like to dispute the student request, please use the following link to let us know within 2 days after the request was first submitted: <https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?Step=Dispute&ID=E63969195130352&Key=S5Ot37mt>". A yellow arrow points to this link. Below this, there is another section that says: "If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and appropriate DRC testing staff members have access to the uploaded exams. Link to upload exam: <https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?ID=E63969195130352&Key=S5Ot37mt>".

Purdue - Disability Resource Center <noreply@olympic.accessiblelearning.com> Tue 1:27 P
[DRC] New Exam Request DRCT 101.001 - DRC TESTING (CRN: X123456)

Bing Maps + Get more apps

PURDUE UNIVERSITY Disability Resource Center

One of your students has submitted a request to take an exam at the Disability Resource Center (DRC) - Testing Center for DRCT 101.001 - DRC TESTING (CRN: X123456). Please review the date and time listed below.

Status: **Approved**

Student: **Michael Scott** (School ID: 555998877)

Class: **DRCT 101.001 - DRC Testing**

Exam Type: **Midterm**

Date: **Wednesday, August 25, 2021**

Start Time: **08:05 AM**

End Time: **09:35 AM (90)**

Location: **tbd**

Approved Accommodation(s):

- Exam Text-to-Speech
- Extended time totaling 150%

If you would like to dispute the student request, please use the following link to let us know within 2 days after the request was first submitted:
<https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?Step=Dispute&ID=E63969195130352&Key=S5Ot37mt>

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and appropriate DRC testing staff members have access to the uploaded exams. Link to upload exam: <https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?ID=E63969195130352&Key=S5Ot37mt>

Step 4: Click the drop down box in the *Reason for Dispute* field.

Step 5: Pick one of the options: *Other*, *requested exam date is incorrect*, *request exam time is incorrect*, OR *Student should schedule with department*.

My Dashboard Unified Blogs Staff Access Website Control Testing Center

Home Submit Exam Electronically and Exam Instruction

Home

Online Services Home

Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

Dispute Information

Class: DRCT 101.001 - DRC TESTING (CRN: X123456)

Reason for Dispute *: Select One

Additional Note:

Select One

Requested exam date is incorrect

Requested exam time is incorrect

Student should schedule with the department.

Submit or Update Dispute Request Back to Previous Page

NEED HELP?

Access Tutorials

Contact Our Office

Read Disclaimer

DISABILITY RESOURCE CENTER

Purdue University

155 S. Grant Street, Young Hall 830

West Lafayette, IN 47907

Website: <https://www.purdue.edu/drc/>

Email Us: drc@purdue.edu

Phone: (765) 494 - 1247

Fax: (765) 496 - 3759

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Step 6: Please provide more details on the dispute reason in the *Additional Note* field (ex. If reason for dispute is *Requested exam date is incorrect*, provide the date in which the student is supposed to take the exam.)

Step 7: Click *Submit or Update Dispute Request*

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

Dispute Information

Class: DRCT 101.001 - DRC TESTING (CRN: X123456)

Reason for Dispute *: Requested exam time is incorrect

Additional Note: Student cannot take exam at 8:05am. Should be scheduled to start between 1pm - 6pm.

Submit or Update Dispute Request Back to Previous Page

Step 8: If exam dispute submitted successfully, there will be a green check mark and *System Update is Successful* notification at the top of the page.

DRC TESTING

List Exams Completed Exams Files Students' Courses

SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

Provide DRC Testing Center with Copy of Exam to Proctor

Instructors may provide a copy of the exam to proctor by one of the following methods:

1) Hand Deliver Paper Copies to STEW G59

- Be sure to bring enough copies for all students in the class

2) Upload a copy to the Instructor Accommodation Portal that DRC Testing Staff will print

- This can be done through the email link in the *New Exam Request* email or directly through the Instructor Portal

Please do not send exams via filelocker or email. You will be asked to upload the exam through the Instructor Accommodation Portal. This will help eliminate any confusion there may be when printing out exams.

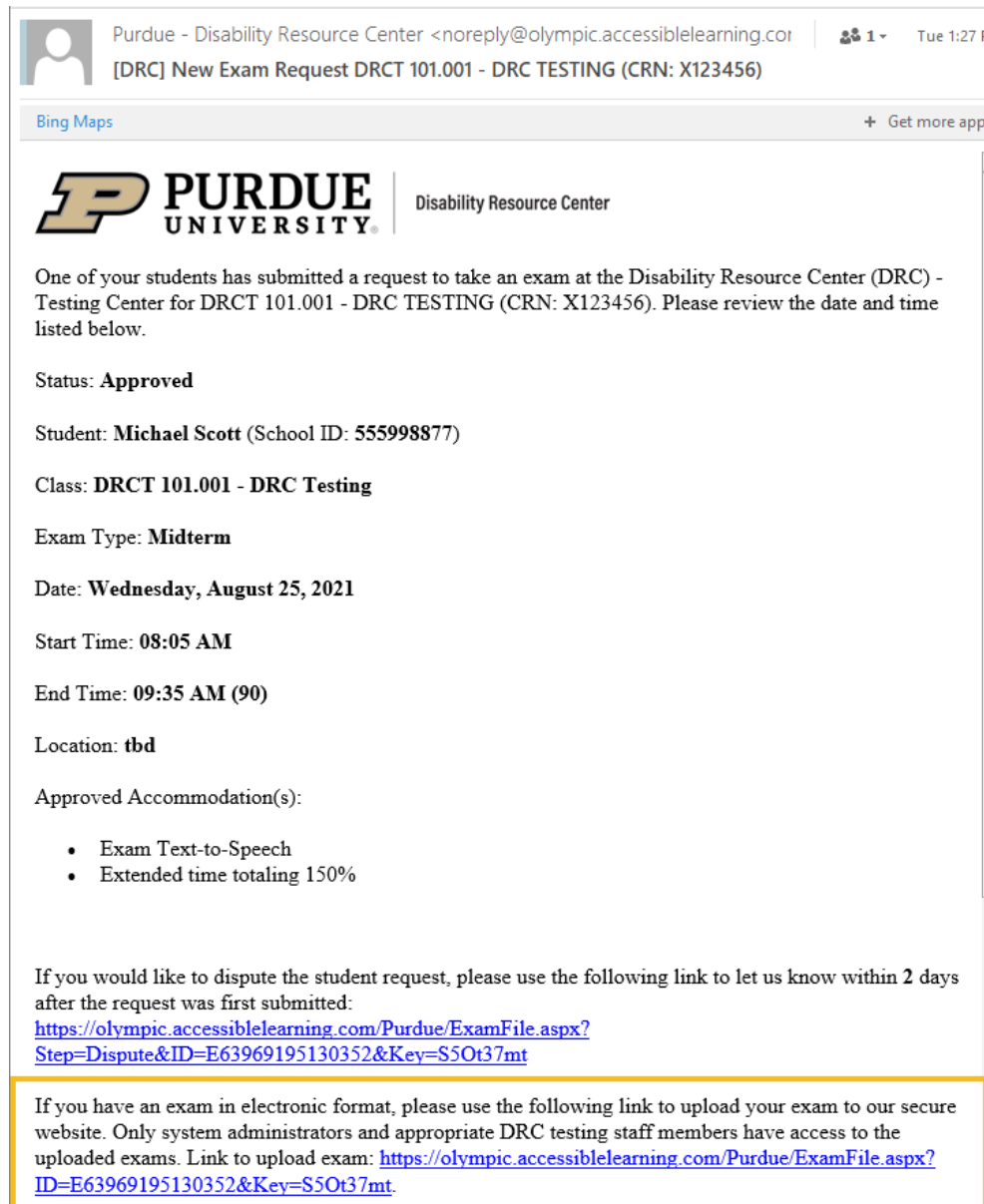
Instructors should provide DRC Testing with a copy of the exam no later than 2 days prior to students' exam appointment. During Final Exam Week, please provide a copy of the exam with at least 5 business days' notice.

Upload an Exam for Proctoring Through Email Link

Step 1: Receive *New Exam Request* email

Step 2: Find the section that says “If you have an exam in an electronic format...”

Step 3: Click link in email



The screenshot shows an email interface. At the top, the sender is 'Purdue - Disability Resource Center <noreply@olympic.accessiblelearning.com>' and the subject is '[DRC] New Exam Request DRCT 101.001 - DRC TESTING (CRN: X123456)'. The email body features the Purdue University logo and the text: 'One of your students has submitted a request to take an exam at the Disability Resource Center (DRC) - Testing Center for DRCT 101.001 - DRC TESTING (CRN: X123456). Please review the date and time listed below.'

Status: Approved

Student: Michael Scott (School ID: 555998877)

Class: DRCT 101.001 - DRC Testing

Exam Type: Midterm

Date: Wednesday, August 25, 2021

Start Time: 08:05 AM

End Time: 09:35 AM (90)

Location: tbd

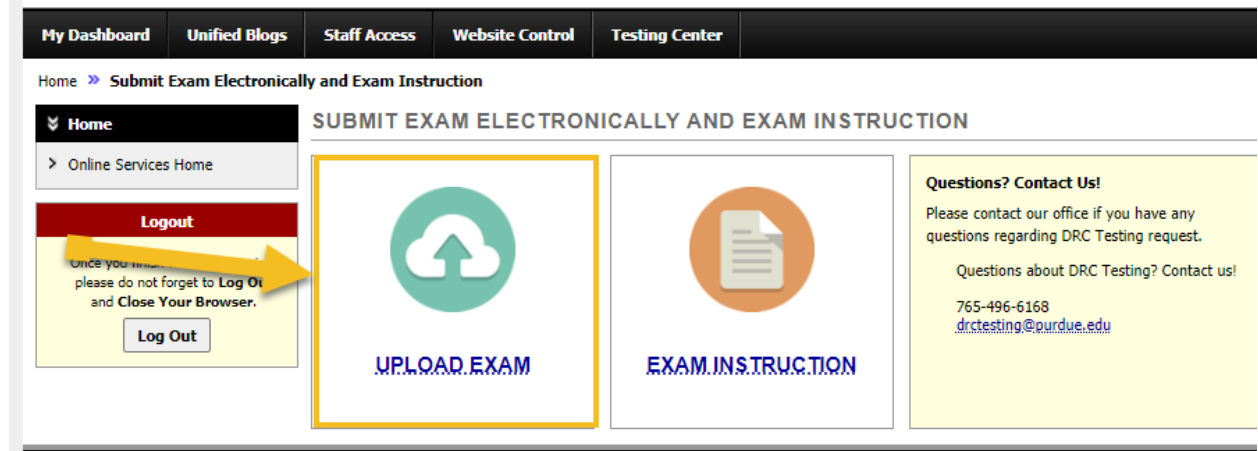
Approved Accommodation(s):

- Exam Text-to-Speech
- Extended time totaling 150%

If you would like to dispute the student request, please use the following link to let us know within **2** days after the request was first submitted:
<https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?Step=Dispute&ID=E63969195130352&Key=S5Ot37mt>

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and appropriate DRC testing staff members have access to the uploaded exams. Link to upload exam: <https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?ID=E63969195130352&Key=S5Ot37mt>.

Step 4: Click *Upload Exam*



Step 5: Fill out *File Information* section

- Exam File Name (Optional) → If this is for midterm 1, name the file *Midterm 1*
- Same Exams for Everyone → If all students in this section are to have the same exam, change this to *Yes*. If this exam only applies to the student/request from the email, keep as *No*.
- Select File → You can view acceptable file types by clicking the link at the top of the upload page.

Step 6: Click *Upload Exam* button

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Class: DRCT 101.001 - DRC TESTING (CRN: X123456)

Exam File Note (Optional):

Same Exams for Everyone:

Note: Select Yes, if you would like us to use this file for all students that have scheduled exams for this same day and section.

Select File: Accommodati...cess (V2).pdf

Step 7: If exam was uploaded successfully, there will be a green check mark and *Exam was successfully uploaded* notification at the top of the page.

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION



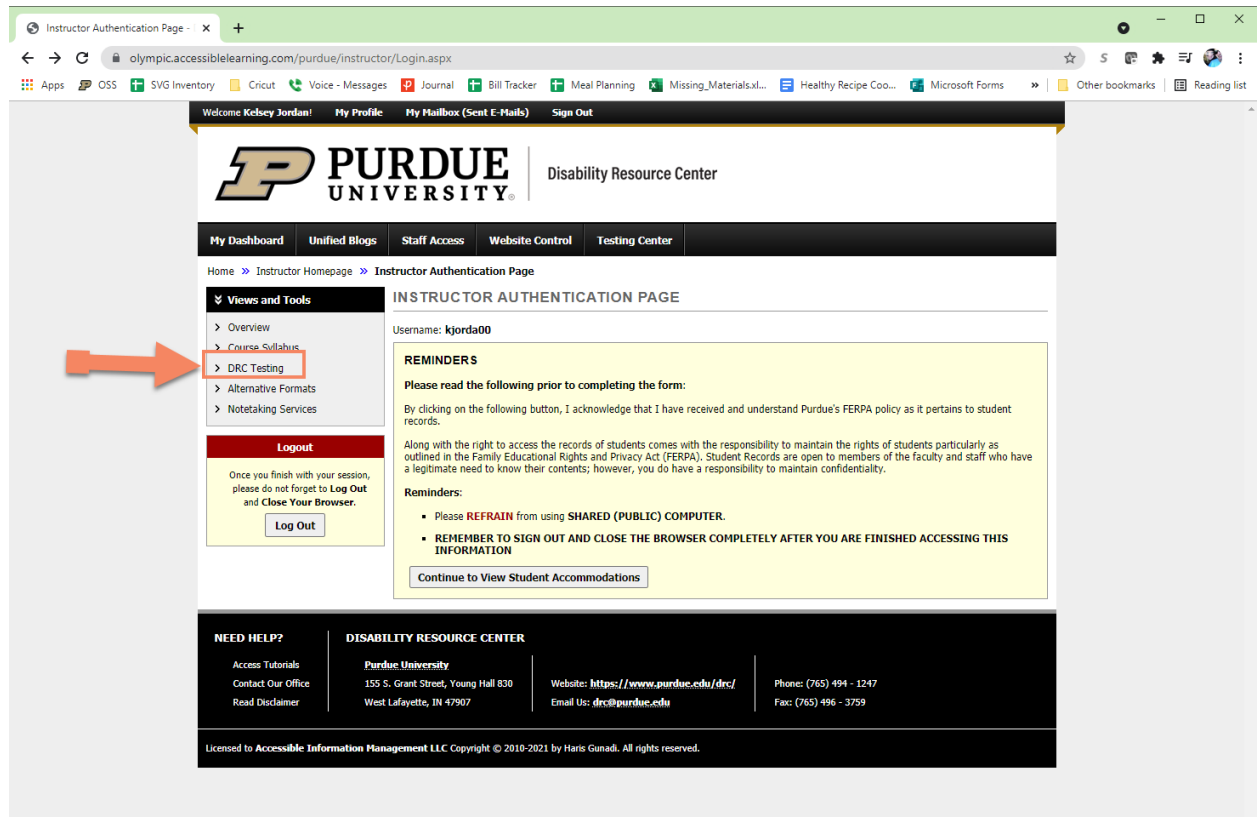
EXAM WAS SUCCESSFULLY UPLOADED

The file was successfully uploaded. If you need to upload another file, please use the file upload feature again.

Upload an Exam for Proctoring through Instructor Accommodation Portal

Step 1: Login to the [Instructor Accommodation Portal](#) using your BoilerKey.

Step 2: Click *DRC Testing* in the left side menu bar



The screenshot shows the Instructor Authentication Page for the Purdue University Disability Resource Center. The page is titled "INSTRUCTOR AUTHENTICATION PAGE" and displays the username "kjorda00". A red box highlights the "DRC Testing" option in the "Views and Tools" menu, with an orange arrow pointing to it. The main content area contains a "REMINDERS" section with the following text:

REMINDERS

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand Purdue's FERPA policy as it pertains to student records.

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

[Continue to View Student Accommodations](#)

The footer of the page includes contact information for the Disability Resource Center and a license notice for Accessible Information Management LLC.

Step 3: In **Select Action**, be sure *Upload File to Exams* is selected

Step 4: Check the box next to each student who should receive the exam you are uploading

Step 5: Click *Confirm your selections* button

DRC TESTING List Exams Completed Exams Files Students' Courses


LIST TESTING INSTRUCTION FORM
Hint: If you need to make any changes, please select the following Testing Instruction Forms and click View. If you would like to make a copy of your Testing Instruction Form to another course, please use the following function to select your source Testing Instruction Form and your other course.
Select: Select One View
Copy to: Copy

Schedule Exam for Student: Continue

STEP 1 - SELECT ACTION
Available Tools: Upload File to Exam(s)

STEP 2 - SELECT FROM THE FOLLOWING COURSES
Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input checked="" type="checkbox"/>	DRCT	101	001	Michael Scott	Midterm	08/25/2021	08:05 AM	Approved - View Detail
<input checked="" type="checkbox"/>	DRCT	101	002	Andy Bernard	Midterm	08/26/2021	12:00 PM	Approved - View Detail
<input type="checkbox"/>	DRCT	101	001	Michael Scott	Midterm	08/25/2021	08:05 AM	Cancelled

STEP 3 - CONFIRMATION
Confirm Your Selections 


No Exam Has Been Uploaded

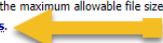
Step 6: Fill out *File Information* section

- Exam File Name (Optional) → If this is for midterm 1, name the file *Midterm 1*
- Select File → You can view acceptable file types by clicking the link at the top of the upload page.

Step 7: Click *Upload Exam* button

DRC TESTING List Exams Completed Exams Files Students' Courses

UPLOAD INSTRUCTION


- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#) 


File Information

Exam(s):

- DRCT 101.001's **Midterm** for Michael Scott
Wednesday, August 25, 2021 at 08:05 AM.
- DRCT 101.002's **Midterm** for Andy Bernard
Thursday, August 26, 2021 at 12:00 PM.

Exam File Note (Optional): Midterm 1

Select File: Choose File Accommodati...cess (V2).pdf

 Upload Exam Back to List Upcoming Exams

Step 8: If exam was uploaded successfully, there will be a green check mark and *Exam was successfully uploaded* notification at the top of the page.

DRC TESTING

List Exams

Completed Exams Files

Students' Courses



EXAM WAS SUCCESSFULLY UPLOADED

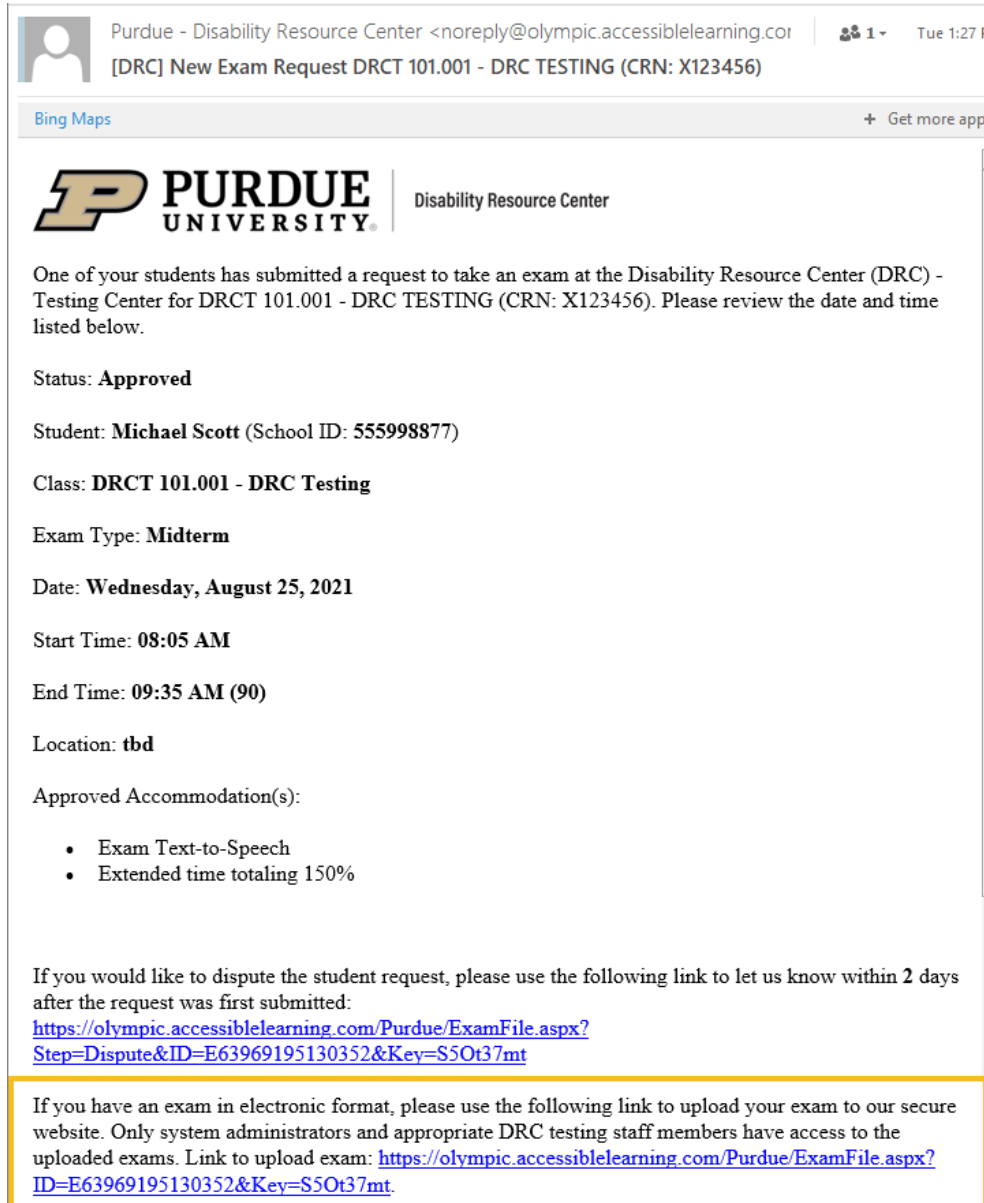
The file was successfully uploaded. If you need to upload another file, please use the file upload feature again.

Provide Additional Exam Information (ex. Online Exam Passwords) through Email Link

Step 1: Receive *New Exam Request* email

Step 2: Find the section that says “If you have an exam in an electronic format...”

Step 3: Click link in email



The screenshot shows an email from the Purdue University Disability Resource Center. The header includes the university logo, the sender's name and email address, and the subject line. The body of the email contains details about a student's exam request, including their name, school ID, class, exam type, date, start and end times, location, and approved accommodations. A link is provided for disputing the request, and a highlighted section at the bottom provides a link for uploading the exam file.

Purdue - Disability Resource Center <noreply@olympic.accessiblelearning.com> Tue 1:27 PM
[DRC] New Exam Request DRCT 101.001 - DRC TESTING (CRN: X123456)

Bing Maps + Get more apps

PURDUE UNIVERSITY Disability Resource Center

One of your students has submitted a request to take an exam at the Disability Resource Center (DRC) - Testing Center for DRCT 101.001 - DRC TESTING (CRN: X123456). Please review the date and time listed below.

Status: **Approved**

Student: **Michael Scott** (School ID: 555998877)

Class: **DRCT 101.001 - DRC Testing**

Exam Type: **Midterm**

Date: **Wednesday, August 25, 2021**

Start Time: **08:05 AM**

End Time: **09:35 AM (90)**

Location: **tbd**

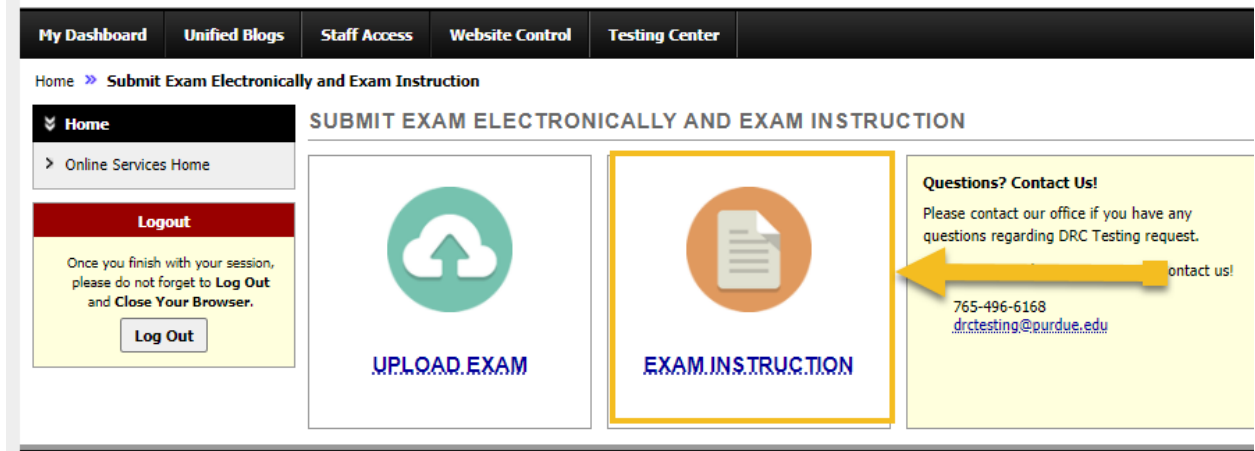
Approved Accommodation(s):

- Exam Text-to-Speech
- Extended time totaling 150%

If you would like to dispute the student request, please use the following link to let us know within **2** days after the request was first submitted:
<https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?Step=Dispute&ID=E63969195130352&Key=S5Ot37mt>

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and appropriate DRC testing staff members have access to the uploaded exams. Link to upload exam: <https://olympic.accessiblelearning.com/Purdue/ExamFile.aspx?ID=E63969195130352&Key=S5Ot37mt>.

Step 4: Click *Exam Instruction*



Step 5: Fill out *Additional Exam Instructions* section

- Password for Electronic Exam → Put N/A if no password is needed or it is not an electronic exam

Step 6: Click *Submit Exam Instruction* button

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION

DRCT 101.001 - DRC TESTING (CRN: X123456)

If your exam has a password you may enter it here instead of modifying the form for the semester.

Additional Exam Instructions

1. Password for Electronic Exam: *

N/A

2. Are you available via text throughout the exam period? If yes, please provide your cell phone number. *

☐ Yes

☒ No (Specify Below)

Additional Note or Comment

Call my office number. 765-494-2031

3. Is there any additional information you'd like to share regarding this specific exam? *

Originally said no calculator, but will allow one for this exam.

Submit Exam Instruction Back to Previous Page

Step 7: If exam additional instructions were uploaded successfully, there will be a green check mark and *Exam was successfully uploaded* notification at the top of the page.

SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION



EXAM WAS SUCCESSFULLY UPLOADED

The file was successfully uploaded. If you need to upload another file, please use the file upload feature again.

Provide Additional Exam Information (ex. Online Exam Passwords) through Instructor Accommodation Portal

Step 1: Login to the [Instructor Accommodation Portal](#) using your BoilerKey.

Step 2: Click *DRC Testing* in the left side menu bar

The screenshot shows the Purdue University Instructor Accommodation Portal. The browser address bar indicates the URL is olympic.accessiblelearning.com/purdue/instructor/Login.aspx. The page header includes a welcome message for Kelsey Jordan and navigation links for My Profile, My Mailbox, and Sign Out. The main navigation bar features links for My Dashboard, Unified Blogs, Staff Access, Website Control, and Testing Center. The left sidebar, titled 'Views and Tools', contains links for Overview, Course Syllabus, DRC Testing (highlighted with a red box and an orange arrow), Alternative Formats, and Notetaking Services. The main content area is titled 'INSTRUCTOR AUTHENTICATION PAGE' and displays the username 'kjorda00'. It includes a 'Logout' button and a 'Log Out' button. The 'REMINDERS' section contains a warning about FERPA policy and a list of reminders: 'Please REFRAIN from using SHARED (PUBLIC) COMPUTER.' and 'REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION'. A button labeled 'Continue to View Student Accommodations' is located below the reminders. The footer section, titled 'NEED HELP?' and 'DISABILITY RESOURCE CENTER', provides contact information for the center, including the address, website, email, and phone/fax numbers.

Step 3: In **Select Action**, be sure *Specify Exam Instructions* is selected

Step 4: Check the box next to each student who should receive the exam you are uploading

Step 5: Click *Confirm your selections* button

DRC TESTING

List Exams Completed Exams Files Students' Courses

LIST TESTING INSTRUCTION FORM

Hint: If you need to make any changes, please select the following Testing Instruction Forms and click View. If you would like to make a copy of your Testing Instruction Form to another course, please use the following function to select your source Testing Instruction Form and your other course.

Select:

Copy to:

Schedule Exam for Student:

STEP 1 - SELECT ACTION

Available Tools:

STEP 2 - SELECT FROM THE FOLLOWING COURSES

Hint: Check the box next to each student who should receive the exam you are uploading.

	SBJ	CRS	SEC	Student Name	Type	Date	Time	Status
<input type="checkbox"/>	DRCT	101	001	Michael Scott	Midterm	08/25/2021	08:05 AM	Approved - View Detail Exam Uploaded: 2 Exam Instruction Specified
<input checked="" type="checkbox"/>	DRCT	101	002	Andy Bernard	Midterm	08/26/2021	12:00 PM	Approved - View Detail Exam Uploaded: 2
<input type="checkbox"/>	DRCT	101	001	Michael Scott	Midterm	08/25/2021	08:05 AM	Cancelled

STEP 3 - CONFIRMATION

Step 5: Fill out *Additional Exam Instructions* section

- Password for Electronic Exam → Put N/A if no password is needed or it is not an electronic exam

Step 6: Click *Submit Exam Instruction* button

DRC TESTING

List ExamsCompleted Exams FilesStudents' Courses

Specify Exam Instruction(s) for the following class(es):

- DRCT 101.002's **Midterm** for Andy Bernard
Thursday, August 26, 2021 at 12:00 PM.

Important Note: If there is an existing exam instruction for an exam, our system will override it with the following exam instruction.
If your exam has a password you may enter it here instead of modifying the form for the semester.

Additional Exam Instructions

1. Password for Electronic Exam: *

N/A

2. Are you available via text throughout the exam period? If yes, please provide your cell phone number. *

☐ Yes


☒ No (Specify Below)

Additional Note or Comment

Call my office number. 765-494-2031

3. Is there any additional information you'd like to share regarding this specific exam? *

Originally said no calculator, but decided they are able to use one. Scientific only.



Submit Exam Instruction

Step 8: If exam additional instructions were submitted successfully, there will be a green check mark and *System Update is Successful* notification at the top of the page.

DRC TESTING

List ExamsCompleted Exams FilesStudents' Courses



SYSTEM UPDATE IS SUCCESSFUL
The system has successfully processed your request.

Completed Exam Return Methods

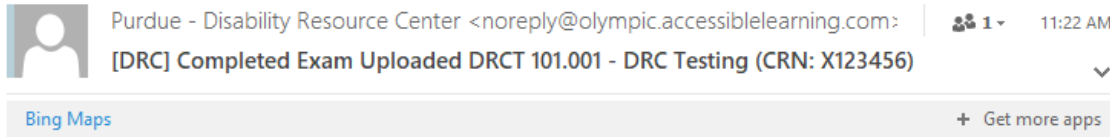
Completed exams will be returned within 24 business hours of the exam completion time. Exams will be returned based on the return method indicated in the TIF.

The return method options are:

- Scanned copy uploaded to Instructor Portal
- Pick up from STEW G59 → Pick up person will need to bring a photo ID with them (preferably PUID)
- Deliver to IDP for grading → Instructor will need to make sure they inform IDP that they will have some exams coming over from DRC Testing Center
- Online Exam (no exam to return)

Downloading Completed Exam from Instructor Portal

Step 1: Receive *Completed Exam Uploaded* email and follow instructors in email



Disability Resource Center

Hello,

An exam/quiz has been uploaded for DRCT 101.001 - DRC Testing (CRN: X123456) in your Instructor Portal in AIM.

- [Log into AIM](#)
- Read through the "Authentication" page, then click "Continue to View Student Accommodations."
- Under "Views and Tools" click "DRC Testing."
- Click the "Completed Exams" tab in the upper right.
- Click "View" next to the item you want to download.
- Enter the verification code that was emailed from AIM to your Purdue email address within 20 minutes of receiving it, then click "Verify Code."
- The exam file will download.

If you have any questions email drctesting@purdue.edu or call 765-496-6168.

Class: **DRCT 101.001 - DRC Testing (CRN: X123456)**

Date: **Wednesday, August 25, 2021**

Time: **08:05 AM**

File Title: **Scott, M. - Completed Exam**

Disability Resource Center
Testing Center

128 Memorial Mall, Stewart G59
West Lafayette, IN 47907

o: 765-496-6168
[Disability Resource Center Testing Center](#)

Reference Code: 199