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
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.
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

Step 7: If done successfully, there will be a green check mark and **System Update is Successful** message at the top of the page.
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*
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.
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.
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.
Step 5: Click *Continue to Specify Testing Instruction Form* button

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, KRAIN Only)
   - No

   Additional Note or Comment
   

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.
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.
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
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

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.
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.
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.

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.

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.
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.

Disability Resource Center

One of your students has submitted a request to take an exam at the Disability Resource Center (DRC) - Testing Center for DRCCT 101.101 - DRC Testing (CRN: X123456). Please review the date and time listed below:

Status: Approved
Student: Michael Scott (School ID: 555998877)
Class: DRCCT 101.101 - DRC Testing
Exam Type: Midterm
Date: Wednesday, August 25, 2021
Start Time: 09:00 AM
End Time: 09:30 AM (90)
Location: DRC

Approved Accommodation(s):
- Exam Font-to-Speech
- Extended time writing 15%

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://asrac.com/security/AccessiblyComplianceWebCorp?

If there are exams 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://asrac.com/security/AccessiblyComplianceWebCorp?

Need help uploading?
- Log into the ASM Instructor Portal online.
- Log in with Banner Key 2-factor authentication.
- On the left under "Views & Tools" click on "DRC Testing."
- Under Step 1 - "Select Actions", 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 Name" 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 639
West Lafayette, IN 47907
(765) 494-6168
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

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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=S3O37mt

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=S3O37mt
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.*

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*

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.
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

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
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
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

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
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.

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**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

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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=S5Or37mt
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
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
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.
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

![Image of DRC Testing interface with completed exam instructions]

**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.

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.

![Image of DRC Testing interface with successful system update]

**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

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