Student – Submitting an Exam Request

Step 1: Login to the Student Portal using your BoilerKey

Step 2: Click “DRC Testing” in the “My Accommodations” menu bar on the left side of the screen.
**Step 3:** Click the drop down arrow to select which course the exam request is for.

**Note:** If the course you are looking for is not in this list, your instructor has not uploaded a Testing Instruction Form (TIF) yet. Your professor must do this step before you can submit a request. Please talk with your professor or reach out to DRC Testing to assist.
Step 4: Once you have selected your course, click “Schedule an Exam”
Step 5: Fill in Exam Request Page

At the top of every exam request, there is a box that will state the Terms and Conditions of Scheduling Exams. The hours of the DRC Testing Center will be listed as well as any other pertinent information. Below the Terms, you will see when and where your class meets. This can be helpful if your professor has instructed you to schedule your exam during class time.

**CLASS: DRC 101.001 - Intro To Drc New System (CRN: DRC123)**

**TERMS AND CONDITIONS OF SCHEDULING EXAM**

Please read carefully the following terms and conditions of scheduling DRC Testing in DRC:

- **DRC Testing Center is open Monday - Friday 8am - 5pm. All exam appointments must end by 5pm**

  Please note: The DRC will try to facilitate your selected time, but may need to adjust your time based on seating availability. When your exam is approved, be sure to check the approval email for start time.

  The DRC Testing Center is unable to facilitate walk-in exams.

**CLASS SCHEDULE(S) AND LOCATION(S)**

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<thead>
<tr>
<th>Days</th>
<th>Time Start</th>
<th>Time End</th>
<th>Date Range</th>
<th>Location</th>
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<tbody>
<tr>
<td>MWF</td>
<td>01:20 PM</td>
<td>02:30 PM</td>
<td>05/12/2021 - 10/12/2021</td>
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The next section on this page is where you will fill out the exam detail for the request you are submitting.

- **Request Type** ➔ It is important to select the specific type of exam. You may see options such as online quiz, midterm, midterm 2, final, etc. You will only see the exam types that your professor specified in their Testing Instruction Form. **The exam type determines your exam time.**

- **Date** ➔ Select the date you need to take your exam. **Be sure to schedule at least 5 business days in advance.** While the system will still allow you to submit a late request, there is no guarantee the request will be approved by DRC Testing Center staff.

- **Time** ➔ Select the time in which you want to take your exam. **Note:** For a final exam, you will only be allowed to select one of the university approved start times for finals. You will get an error message informing you of these start times at time of submitting the request.
- **Services Requested (As Applicable)** → This is a list of all your approved testing accommodations. Select which accommodations you are wanting to use for this exam. Failure to select a specific accommodation may result in not receiving it for the exam.

- **Required Technology (If Applicable)** → If you are aware your exam will require the use of technology, please select which technology will be required. This allows us to place you in the proper seat and ensure technology is provided.

- **Additional Note** → Any additional notes pertaining to this specific exam request you would like to share.

**Step 6:** Click “Add Exam Request”
Step 7: If your request was successfully submitted, there will be a green check mark and “System update is successful” message at the top of the screen.

If you submitted your request with at least 5 business days notice, your request is automatically approved. Your professor does have the option to dispute the date or time of the request. If this happens, you will receive an email with next steps.

If you submitted a late request (within 5 business days), DRC Testing Staff will review the request to either approve or deny it. You will receive an email with more information once they have done so.