

# 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.

Welcome Michael Scott! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

**PURDUE UNIVERSITY** Disability Resource Center

My Dashboard

Home » My Dashboard » Overview

**Login as User Feature**

[Back to My Profile](#)

**SMS (Text Messaging)**

Status: **OFF**

[Update Preference](#)

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Additional Documentation
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > DRC Testing**
- > Alternative Formats
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:  
**Primary Advisor**  
Name: Jackie Heymann  
Phone: Not Specified  
[Send Email](#)

**OVERVIEW**

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- Your To Do List:**
  - DRC 101.001 - Intro To Drc New System**
    - Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.
  - DRC 101.001 - Drc Testing**
    - DRC Testing: You have not scheduled any exams for this class.

**PRINTING FACULTY NOTIFICATION LETTER IN PDF**

Note: It may take up to **10 seconds** to generate each PDF file.  
**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class:  [Generate PDF](#)

**LIST ACCOMMODATIONS FOR SUMMER 2021**

Refine Search Result:  [Refine Search](#)

[Previous Term](#) **Term: Summer 2021** [Next Term](#)

**DRC 101.001 - Intro To Drc New System (CRN: DRC123)** [Modify Request](#) [Cancel Request](#)

**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.

The screenshot shows the Purdue University Disability Resource Center (DRC) Testing dashboard. The page title is "DRC TESTING". The main content area is titled "Testing Instruction Form(s)" and contains the following text:

Below is the list of all Testing Instruction Form(s) submitted through the system.  
If you do not see your course listed, this means that your testing instruction form **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.  
Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class: **Select One** (dropdown menu)

Schedule an exam for:

- DISNEY 123.1 - Intro to Disney Princesses (X001)
- DRC 101.001 - Intro to DRC New System (DRC123)** (highlighted)
- HP 27200.001 - Harry Potter for Potterheads (23456)
- LITERATURE HP 101.001 - Intro to Harry Potter (X0123)

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  
[drc1testing@purdue.edu](mailto:drc1testing@purdue.edu)

The dropdown menu is highlighted with a red circle and an arrow pointing to it.

**Left Sidebar:**

- Welcome Michael Scott! | My Profile | My Mailbox (Sent E-Mails) | My Accommodations | Sign Out
- PURDUE UNIVERSITY** | Disability Resource Center
- My Dashboard
- Home > My Dashboard > DRC Testing
- Login as User Feature**  
Back to My Profile
- SMS (Text Messaging)**  
Status: OFF  
Update Preference
- Home**
  - > My Dashboard
  - > My Profile
  - > SMS (Text Messaging)
  - > Additional Documentation
  - > My Mailbox (Sent E-Mails)
- My Accommodations**
  - > My Eligibility
  - > List Accommodations
  - > DRC Testing
  - > Alternative Formats
  - > My E-Form Agreements
- Any questions or concerns? Use the following contact information:  
**Primary Advisor**  
Name: Jackie Heymann  
Phone: Not Specified  
[Send Email](#)

## Step 4: Once you have selected your course, click “Schedule an Exam”

Welcome Michael Scott! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

**PURDUE UNIVERSITY** Disability Resource Center

My Dashboard

Home » My Dashboard » DRC Testing

**Login as User Feature**

[Back to My Profile](#)

**SMS (Text Messaging)**

Status: **OFF**

[Update Preference](#)

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Additional Documentation
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > My Eligibility
- > List Accommodations
- > DRC Testing
- > Alternative Formats
- > My E-Form Agreements

Any questions or concerns? Use the following contact information:

**Primary Advisor**  
Name: Jackie Heymann  
Phone: Not Specified  
[Send Email](#)

**DRC TESTING**

**Testing Instruction Form(s)**

Below is the list of all Testing Instruction Form(s) submitted through the system.  
If you do not see your course listed, this means that your testing instruction form **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.  
Please contact our office as soon as possible if your exam date is approaching so that your room can be properly scheduled.

Select Class: **DRC 101.001 - Intro to DRC New System (DRC123)**

[Schedule an Exam](#)

**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  
[drctesting@purdue.edu](mailto:drctesting@purdue.edu)

## 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.

### EXAM REQUEST

[List All Exams](#) [Exams for the Current Class](#) [Add Exam Request](#)

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)

Days	Time Start	Time End	Date Range	Location
MWF	01:20 PM	02:30 PM	05/12/2021 - 10/12/2021	YONG 101

The next section on this page is where you will fill out the exam detail for the request you are submitting.

**Exam Detail**

Testing Instruction Form Type: **Summer 2021 - Testing Instruction Form**

Request Type \*:

Date \*:  

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time \*:

- **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.

The screenshot shows a web form for submitting exam requests. It is divided into three main sections:

- Services Requested (As Applicable):** A list of checkboxes for accommodations. Selected options include Lamp/Lighting, Private Exam Environment, Extended time totaling 125%, and Music During Exams. Unselected options include Calculator Use.
- Required Technology (If Applicable):** A list of checkboxes for technology requirements. The selected option is Brightspace. Other unselected options include ATI, ExamSoft, LON-CAPA, Pearson myLab Math, GradeScope, Other, and Respondus Lockdown Browser.
- Additional Note:** A large text input field for providing extra information.

At the bottom of the form, there are two buttons: "Add Exam Request" (which is circled in red) and "Back to Testing Requests Overview".

- **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.

## EXAM REQUEST

[List All Exams](#) [Exams for the Current Class](#) [Add Exam Request](#)

**SYSTEM UPDATE IS SUCCESSFUL**

---

The system has successfully processed your request.

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.