

# 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.

The screenshot shows the Purdue University Disability Resource Center (DRC) Student Portal dashboard. The browser address bar shows the URL [olympic.accessiblelearning.com/Purdue/dashboard/](http://olympic.accessiblelearning.com/Purdue/dashboard/). The user is logged in as Michael Scott. The dashboard includes a navigation menu on the left with sections: Home, My Accommodations, and Primary Advisor. The 'My Accommodations' section is expanded, and 'DRC Testing' is highlighted with a red circle and an arrow. The main content area is titled 'OVERVIEW' and contains an 'IMPORTANT MESSAGE(S)' section with a list of tasks: 'DRC 101.001 - Intro To Drc New System' and 'DRC 101.001 - Drc Testing'. Below this is a 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section with a 'Generate PDF' button. At the bottom, there is a 'LIST ACCOMMODATIONS FOR SUMMER 2021' section with a search bar and a table of requests.

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.
  - DRCT 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 a web browser window displaying the Purdue University Disability Resource Center's DRC Testing dashboard. The page title is "DRC TESTING". On the left side, there is a navigation menu with sections: "Home" (containing links to My Dashboard, My Profile, SMS (Text Messaging), Additional Documentation, and My Mailbox), and "My Accommodations" (containing links to My Eligibility, List Accommodations, DRC Testing, Alternative Formats, and My E-Form Agreements). Below the navigation menu is a contact information box for the Primary Advisor, Jackie Heymann, with a "Send Email" link.

The main content area is titled "DRC TESTING" and contains a "Testing Instruction Form(s)" section. It includes a "Login as User Feature" button, a "Back to My Profile" button, and an "SMS (Text Messaging)" section with a status of "OFF" and an "Update Preference" button. The "Testing Instruction Form(s)" section 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." Below this text is a "Select Class:" dropdown menu with a "Select One" placeholder. A red circle highlights the dropdown arrow, and a red arrow points to it from the right. The dropdown menu is open, showing a list of courses: "DISNEY 123.1 - Intro to Disney Princesses (X001)", "DRC 101.001 - Intro to DRC New System (DRC123)", "HP 27200.001 - Harry Potter for Potterheads (23456)", and "LITERATURE HP 101.001 - Intro to Harry Potter (X0123)". Below the dropdown menu is a "Questions? Contact us:" section with the text: "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 4: Once you have selected your course, click “Schedule an Exam”

The screenshot shows a web browser window with the URL `olympic.accessiblelearning.com/Purdue/dashboard/Testing.aspx`. The page header includes the Purdue University logo and the text "Disability Resource Center". Below the header, there is a navigation bar with links for "Welcome Michael Scott!", "My Profile", "My Mailbox (Sent E-Mails)", "My Accommodations", and "Sign Out".

The main content area is titled "DRC TESTING" and contains the following elements:

- Login as User Feature:** A button labeled "Back to My Profile".
- SMS (Text Messaging):** A section with "Status: OFF" and an "Update Preference" button.
- Home:** A sidebar menu with links to "My Dashboard", "My Profile", "SMS (Text Messaging)", "Additional Documentation", and "My Mailbox (Sent E-Mails)".
- My Accommodations:** A sidebar menu with links to "My Eligibility", "List Accommodations", "DRC Testing", "Alternative Formats", and "My E-Form Agreements".
- Any questions or concerns?:** A section with contact information for Jackie Heymann, including her name, phone number (765-496-6168), and email address (`drctesting@purdue.edu`).

The "Testing Instruction Form(s)" section displays a message: "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." Below this message is a dropdown menu for "Select Class:" with the selected option "DRC 101.001 - Intro to DRC New System (DRC123)".

The "Schedule an Exam" button is highlighted with a red circle and a red arrow pointing to it.

## 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 box containing a list of accommodations with checkboxes. The selected options are: Lamp/Lighting, Private Exam Environment, Extended time totaling 125%, and Music During Exams. Unselected options are Calculator Use.
- Required Technology (If Applicable):** A box containing a list of technologies with checkboxes. The selected option is Brightspace. Unselected options are ATI, ExamSoft, LON-CAPA, Pearson myLab Math, GradeScope, Other, and Respondus Lockdown Browser.
- Additional Note:** A large empty text area 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**

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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.