CREATING DRC TESTING INSTRUCTION FORM

Purdue Faculty
Testing Instruction Form Information

- Must be filled out before students can request exam with DRC
- One Testing Instruction Form per course
- Similar questions to previous DRC exam portal
- Contact Information is for DRC Testing staff only
Two Ways to Access Testing Instruction Form

Only needs filled out one way

- **Option 1**: Receive email from DRC (next slide)
  - Click on Testing Instruction Form Hyperlink
  - Only one form / class
  - Will take you to Instructor Accommodation Portal

- **Option 2**: Log in through Accommodation Portal
  - [http://olympic.accessiblelearning.com/Purdue/instructor](http://olympic.accessiblelearning.com/Purdue/instructor)
  - If have multiple classes/sections, can copy and same Testing Instruction Form to multiple classes
Option 1: Follow link in Email Body

March 10, 2021

Spring 2021 - HP 27200.001 - HARRY POTTER FOR POTTERHEADS (CRN: 23456)

RE: Pam Beasley, 123456789

Professor Amanda K Waling,

The Disability Resource Center (DRC) has met with Pam Beasley and determined the following accommodations to be appropriate. You should begin taking steps to implement these accommodations in your course. If you have questions about any accommodation or how it may work in your course please reach out to Pam and/or the Pam’s Access Consultant in the DRC.

**Please Note:** All accommodations are confidential. We appreciate your help in ensuring that these accommodations are provided in a confidential and welcoming manner.

Below are the specific accommodations Pam is eligible for:

If you have students with alternative testing accommodations, fill out the Testing Instruction Form online https://olympic.accessiblelearning.com/Purdue/TestingAgreement.aspx?ID=10431&CID=108178&Key=vzbJXDlv
Testing Instruction Form by Instructor

- Proctoring Own Exam
  - Select only if there are no exams OR if the you or your department will be administering accommodated exams
  - Still complete other questions (calculator, scantron, etc)
Questions on Instruction Form

What to Fill Out

- Calculator
- Scantron
- Cribsheet/notes/Textbooks
- Any Additional instructions for exam
- Student can see response to additional instructions for exam, so please do not put in password for online exams there
### Exam Types

- If your class doesn’t have one of these types of exams, do not put anything.
- Input the time the CLASS receives for the exam, not extended time.
- There are multiple options for midterms. If your midterms are different lengths of time, utilize midterm 2 and 3 options as well.

### Instructor Phone Number

- Is not viewable to student.
- Please provide contact number you can be reached at during exam.

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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

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#### Additional Information

Instructor Phone Number: 

Note: Please provide us with a phone number to contact during exam.

Additional Note:

Submit Testing Instruction Form
Login to Instructor Portal (2nd Option)

- Login with Purdue Boilerkey credentials
- Review Instructor Authentication Page, including the confidentiality statement and click Continue to View Student Accommodations
Instructor Accommodation Portal Overview

- Views and Tools Left Tab
  - DRC Testing
Testing Instruction Form Within Portal

- Specify Class and Continue
- If proctoring own exam or no exam, select
  - Otherwise, ignore Proctoring own exam section

DRC TESTING

SPECIFY TESTING INSTRUCTION FORM

Select Class: **BIOL 23100.001 (SLN: 20995) - Bio III Cell Strct Fnc**

Continue to Specify Testing Instruction Form

PROCTORING YOUR OWN EXAM

You have selected that yourself or another person within your staff will be proctoring this accommodated exam. If you have questions or concerns about implementing certain exam accommodations, please contact the student's Access Consultant directly.

Select Class: **BIOL 23100.001 (SLN: 20995) - Bio III Cell Strct Fnc**

Type: **Select One**

Confirm
At least one Testing Instruction Form must be completed

Select Class to Copy From

Select Class to Copy To and click “Copy”

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.
Thank you!

Questions or concerns regarding the Testing Accommodation Form?

Please contact awaling@purdue.edu