

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>
 - If have multiple classes/ sections, can copy and same Testing Instruction Form to multiple classes

Option 1: Follow link in Email Body



Disability Resource Center

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)

My Dashboard Unified Blogs Staff Access Website Control Testing Center Notetaker

Home > Alternative Testing - Testing Instruction Form by Instructor

Home > Online Services Home

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

ALTERNATIVE TESTING - TESTING INSTRUCTION FORM BY INSTRUCTOR

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

TESTING INSTRUCTION FORM DESCRIPTION <p>Type: Summer 2021 - Testing Instruction Form Completing the Testing Instruction Form provides the DRC Testing Center instructions on how to facilitate accommodated exams for your course. The DRC Testing Center is unable to facilitate walk-in exams.</p>	FACULTY / STAFF INSTRUCTION <p>For "Exam Type(s)" list the REGULAR CLASS LENGTH without extended time accommodations. If you do not offer one of the offered exam types, leave the field blank and only fill in the exam type that you offer.</p> <p>Student(s) will not be able to schedule their exam if you have not specified a time in exam type.</p>
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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.

Type: **Select One**

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

Testing Instruction Form

1. Is a calculator allowed? *

Yes: any kind
 Yes: 4-function only
 Yes: Instructor will provide to DRC Testing
 Yes: Only the calculator listed (Specify Below)
 No

Additional Note or Comment

2. 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, KRA Only)
 No

Additional Note or Comment

3. Are crib sheets/notes/textbooks allowed during the exam? *

No
 Yes: Provide specifically what the student may use on the exam. Students will only be able to use exactly what is stated. (Specify Below)

Additional Note or Comment

Testing Instructions Form Questions

■ 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

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

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**

Welcome Mandie Waling! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [Sign Out](#)

 **PURDUE**
UNIVERSITY® Disability Resource Center

[My Dashboard](#) [Unified Blogs](#) [Staff Access](#) [Website Control](#) [Testing Center](#) [Notetaker](#)

Home » Instructor Homepage » **Instructor Authentication Page**

Home

[DRC's Main Website](#)

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

INSTRUCTOR AUTHENTICATION PAGE

Username: awaling

REMINDERS

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand Purdue's FERPA policy as it pertains to student records.

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

Continue to View Student Accommodations

 **PURDUE**
UNIVERSITY Disability Resource Center

Instructor Accommodation Portal Overview

- Views and Tools Left Tab
 - DRC Testing

Welcome Mandie Waling! [My Profile](#) [My Mailbox \(Sent E-Mails\)](#) [Sign Out](#)

 **PURDUE**
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Home » Instructor Homepage » Overview

Views and Tools

- ▶ Overview
- ▶ Course Syllabus
- ▶ DRC Testing**
- ▶ Alternative Formats
- ▶ Notetaking Services

OVERVIEW

Previous Term Term: Spring 2021 Next Term

 Click to Expand Advanced Search Panel

Sort Result: **Last Requested (Newest First)** Sort

LIST OF STUDENTS WHO REQUESTED ACCOMMODATION

Legend:

- EXAM: DRC Testing
- TEXT: Alternative Formats
- COMM: Communication Access
- NOTE: Notetaking Services

Export Search Result To CSV (Comma-Separated Values) File

[Export Student Lists](#) For Accommodation Export, Sort Column by: **Alphabetically** Accommodation Requests Courses with Eligibility

View	CRN	SBJ	CRS	SEC	Student's Full Name	EXAM	NOTE	TEXT	COMM	Request Date	Status
View	X0123	LITERATURE	HP 101	001	Michael.Scott	Yes				03/11/2021	Read
View	23456	HP	27200	001	Michael.Scott	Yes				03/11/2021	Emailed

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

[List Exams](#) [Completed Exams](#) [Files](#) [Stud](#)

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**

Copying Testing Instruction Form for Another Course

- At least one Testing Instruction Form must be completed
- Select Class to Copy From
- Select Class to Copy To and click “Copy”

Home » Instructor Homepage » DRC Testing

The screenshot shows a web page with a sidebar on the left and a main content area on the right.

Left Sidebar (Views and Tools):

- Return to Staff
- Views and Tools
 - Overview
 - Course Syllabus
 - DRC Testing
 - Alternative Formats
 - Notetaking Services

Main Content Area (DRC TESTING):

LIST TESTING INSTRUCTION FORM

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.

Select:

Copy to:

Thank you!

Questions or concerns regarding the Testing Accommodation Form?

Please contact awaling@purdue.edu