

Step 3.

Student schedules exam

Student can do this independently, or during
meeting with you



TERMS AND CONDITIONS OF SCHEDULING EXAM

Please read carefully the following terms and conditions of scheduling alternative testing in DRS:

- Any exam requests made after **04:00 PM** will be processed **the next business day**.
- Your alternative testing contract allows you to request the following type of exam(s):
 1. **Final:** 5 Business Days (**Earliest Date:** Tuesday, September 03, 2013)
Exam Time Range: 08:00 AM - 06:00 PM
 2. **Midterm:** 5 Business Days (**Earliest Date:** Tuesday, September 03, 2013)
Exam Time Range: 08:30 AM - 05:00 PM
 3. **Quiz:** 5 Business Days (**Earliest Date:** Tuesday, September 03, 2013)
Exam Time Range: 08:30 AM - 05:00 PM

Note: **If you do not see your exam type listed, contact our office to add your exam type to your testing contract.**

- Your exam location will be displayed and you will be emailed with the location two days prior to your exam.
- **Test Scheduling Guidelines**
 - You are responsible to schedule exams for the dates/times listed in the syllabus, or within the flexibility parameters indicated on the Testing contract.
 - Scheduling exams outside of instructor-approved times may result in being reported for academic dishonesty (refer to Student Academic Responsibility document here: <http://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf>)
If you have any question about scheduling parameters, please contact the Testing Center.

What to do if you need to schedule an exam for a time NOT listed in contract or syllabus

- Talk to your course instructor, explain the need for the alternative time, and ask for approval.
- If approved, ask the instructor to email drstest@uw.edu to notify DRS of the approval.
- Schedule the exam through myDRS at least 5 days in advance.

How to change a scheduled exam for a new date/time not listed in syllabus or contract

- Talk to your course instructor, explain the need for the alternative time, and ask for approval.
- If approved, ask the instructor to email drstest@uw.edu to notify DRS of the approval.
- Submit an exam modification request through your myDRS account.

Terms and Conditions of scheduling exams

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
TR	05:30 PM	06:45 PM	08/30/2010 - 12/12/2010	ART 00206

Exam Detail

Request Type*: **Select One** ▼

Date*:

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

Time*: **Select** ▼ **Select** ▼

Services Requested*

☐ Calculator

☐ Computer for Short Answer/Essay

☐ Extra Time 2.00x on All Exams

Additional Note:

Term(s) and Condition(s)

Please indicate that you have read and agreed to the following statement(s):

- ☐ I understand that I may not take this exam unless the date/time is approved by the instructor.
- ☐ I understand that if I am requesting a date/time that is not listed in the Testing Contract, I must ask my professor to notify DRS to submit approval.

[Add Exam Request](#)

[Back to Testing Requests Overview](#)

Student selects time and date and agrees to terms and conditions. The “Services Requested” box only lists accommodations the student is already approved for.

You will receive a notification email every time your student schedules a new exam or updates an existing exam

Week of the test

It's time to deliver the test to DRS!

Aim for at least 24 hrs ahead of time, so Kali can catch any problems or glitches.

On the Testing Contract you will have selected one of the following methods:

- Uploading exam to myDRS database
- Instructor delivery of a hard copy
- Email to drstest@uw.edu
- Student delivery

Uploading exams to myDRS

drstest@uw.edu <drstest@uw.edu>

to me, Abraham ▾

Aug 14 (13 days ago)



This email was copied to:

- my.drsdummy@gmail.com
- team@accessiblelearning.com

This is a notification that Test Dummy has scheduled to take an upcoming exam for COMM 20000.001 - FOUNDATIONS OF COMMUNICATION (CRN: 10006) in DRS. Please contact the Testing Center if you have any questions or concerns regarding this exam.

Thank you!

Student: **Test Dummy**

Class: **COMM 20000.001 - FOUNDATIONS OF COMMUNICATION**

Date: **Friday, August 16, 2013**

Time: **02:00 PM**

Accommodation Requested:

- Computer for Short Answer/Essay
- Extra Time 2.00x on All Exams

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam:
<https://cascade.accessiblelearning.com/Washington/ExamFile.aspx?ID=E93597414610706&Key=hGltZoCN>

Kali Wagner

Testing Center Coordinator
Disability Resources for Students

Mary Gates 011

Ph: [206.543.8924](tel:206.543.8924) Fax: [206.616.8379](tel:206.616.8379)



You will receive a reminder email 2 days in advance.
Click on the provided link to upload the exam .



UNIVERSITY of WASHINGTON

DISABILITY RESOURCES FOR STUDENTS

[Home](#)

[Home](#) >> [Submit Exam Electronically](#)

[Home](#)

> [Online Services Home](#)

> [Reset My Password](#)

SUBMIT EXAM ELECTRONICALLY

Uploading Instructions: Please scan your document at **150 dpi as the scanner resolution**. The maximum allowable file size is **1 MB** per upload.

File Information

Class: **COMM 20000.001 - FOUNDATIONS OF COMMUNICATION (CRN: 10006)**

Exam File Note (Optional):

Select File:

[Choose File](#)

No file chosen

[Upload Exam](#)

NEED HELP?

[Access Tutorials](#)

[Contact Our Office](#)

[Read Disclaimer](#)

DISABILITY RESOURCES FOR STUDENTS

University of Washington

Mary Gates 011, Box 352808

Seattle, WA 98195-2808

Website: <http://disability.uw.edu>

Email Us: uwdrs@uw.edu

Phone: (206) 543 - 8924

Fax: (206) 616 - 8379

Select the exam file, click upload, and you're set!

Testing Day!

- Student arrives to take exam at scheduled time (we have a 15 minute grace policy in regards to late students)
- Student signs in at the Testing Center – goes over exam time and allowances with staff
- Student takes exam and then returns it to staff. We then process it according to Testing Contract specifications and return to instructor

Some things to keep in mind about exam returns

Campus mail: this sometimes takes up to 3 days, not a good option if you're concerned about quick turnaround.

Student Return: the fastest return method. But please be conscious of your students' disabilities. This could be difficult for someone with a mobility impairment.

Pick-up and email: pretty straight forward.

Happy grading!

TESTING OVERVIEW

