

How to use the DRS Testing Center

Getting Started

- Request testing accommodations through myDRS
- Send or give your **Faculty Notification Letter** to your instructor

Testing Contract

- No more Gold Form!
- Instead, you will need to complete the online DRS Testing Contract with your professor.

Meet with your instructor to complete the contract

- Bring a laptop
- Or bring a paper version – then fill out the contract online after the appointment

Welcome Jon McTest! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

My Dashboard

Home >> My Dashboard >> Overview

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: In-Active

Update Preference

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > **Alternative Testing**
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My Signed Forms
- > Agreements with Instructors

Any questions or concerns? Use the

OVERVIEW

IMPORTANT MESSAGE(S)

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

- **Your To Do List:**
 1. **MUS 1665.001 - Graduate Level Tuba**
 - Notetaking Services: No notetaker has been assigned to this class. If you know another student in the class that can be a good notetaker, please let us know.

If you have any questions, please contact our office.

Disability Resources for Students (DRS)
Mary Gates 011, Box 352808
Seattle, WA 98195-2808
Email: uwdrs@uw.edu
Website: <http://disability.uw.edu>
Phone: (206) 543 - 8924
Fax: (206) 616 - 8379

PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to **10 seconds** to generate each PDF file.

Select Class:

Accommodation Request Currently is Not Available

Currently, you will not be able to submit your accommodation request. Have you registered your courses with the school? If you have registered your courses, please wait **up to 24 hours** before our system are updated.

If you need immediate assistance, please contact our office as soon as possible.

LIST ACCOMMODATIONS FOR FALL 2013

Refine Search Result:

- Log into your myDRS account
- Click on Alternative Testing in the “My Accommodations” menu on the left

Welcome Jon McTest! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

My Dashboard

Home >> My Dashboard >> Alternative Testing

ALTERNATIVE TESTING

Overview Submit Testing Contract

Getting Started
Submit Your Alternative Testing Contract

Questions? Contact Us!
Please contact our office if you have any questions regarding alternative testing request and contract.

Disability Resources for Students (DRS)
Mary Gates 011, Box 352808
Seattle, WA 98195-2808
Email: uwdrs@uw.edu
Website: <http://disability.uw.edu>
Phone: (206) 543 - 8924
Fax: (206) 616 - 8379

Login as User Feature
Back to My Profile

SMS (Text Messaging)
Status: In-Active
Update Preference

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My Signed Forms
- > Agreements with Instructors

- Click on Submit Testing Contract in the upper right hand corner



My Dashboard

Home > My Dashboard > **Alternative Testing**

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **In-Active**

[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My Signed Forms
- > Agreements with Instructors

ALTERNATIVE TESTING

[Overview](#) [Submit Testing Contract](#)

ENTER ALTERNATIVE TESTING CONTRACT

Step 1 - Select Your Class

Class: **MUS 1665.001 - Graduate Level Tuba**

Don't see your class listed? You must first request accommodations by entering your **CRN** on your **Dashboard** page. Your accommodation request has to be **ACTIVE** and **APPROVED** by the staff of the Disability Services. Additionally, your instructor has to receive faculty notification letter from our office. If you have any questions, please contact our office.

Step 2 - Select Contract Type

[DRS Testing Contract \(Read More\)](#)

[Step 3 - Continue to Fill Contract](#)

Questions? Contact Us!

Please contact our office if you have any questions regarding alternative testing request and contract.

Disability Resources for Students (DRS)

Mary Gates 011, Box 352808
 Seattle, WA 98195-2808
 Email: uwdrs@uw.edu
 Website: <http://disability.uw.edu>
 Phone: (206) 543 - 8924
 Fax: (206) 616 - 8379

- Step 1, select your class from the drop down menu
- Step 2, select DRS Testing Contract under "Select Contract Type"
- Step 3, click Continue to Fill Contract



- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My Signed Forms
- > Agreements with Instructors



Any questions or concerns? Use the following contact information:

Primary Advisor or Counselor
Name: **Jonathan McGough**
Phone: **Not Specified**
[Send Email](#)

You may choose, however, to complete the contract so that it will be on file in the event that a test unexpectedly cannot be administered in the department and must be administered in DRS.

Alternative Testing Contract

1.

Professor email address:

2.

TA email address (if applicable):

3.

How will exams get to DRS?

- Upload exam to the secure DRS website at least 24 hours in advance (upload instructions will be included in the reminder email you will receive)
- Email to drstest@uw.edu at least 24 hours in advance
- Deliver hard copy to DRS at least 24 hours in advance
- Student will deliver in an envelope, signed and sealed by the Prof/TA

Additional Note or Comment

4.

Allowances for exams? If none are specified, none will be allowed.

- Calculator - please indicate type (Specify Below)
- Open book
- Notes (single or double sided, size of paper, # of pages) (Specify Below)
- Other (Specify Below)

Additional Note or Comment

Complete the myDRS Testing Contract

New questions that were not on the Gold Form

6.

What would you like the student to do if clarification is needed during the exam, so that equitable grading can be ensured?

- Have DRS call the professor at this number (Specify Below)
- Have DRS email the professor at this address (Specify Below)
- Other (Specify Below)

Additional Note or Comment

8.

Students must schedule exams according to the times listed on the syllabus, unless otherwise discussed with the professor (and communicated to DRS). However, flexibility with start times may be needed to accommodate exam/class time overlap, DRS closure hours, etc. When flexibility is needed, exams may be scheduled under the following parameters:

- 1 hour before/after class exam
- 1 day before/after class exam
- Any time same day
- Other (example: "Student may take exam before, but not after class"). (Specify Below)

Additional Note or Comment



Midterm Minutes

Quiz Minutes

Additional Information

Instructor Phone Number*:

Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Additional Note:

Term(s) and Condition(s)

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

I have communicated with my professor and have completed this contract according to her/his guidelines.

Submit Alternative Testing Contract

Questions? Contact Us!

Please contact our office if you have any questions regarding alternative testing request and contract.

Disability Resources for Students (DRS)

Mary Gates 011, Box 352808

Seattle, WA 98195-2808

Email: uwdrs@uw.edu

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

Phone: (206) 543 - 8924

Fax: (206) 616 - 8379

- Check that you agree to the terms and conditions of the contract
- Click Submit Alternative Testing Contract

Once the contract has been submitted, a copy of it is emailed to your professor

Scheduling tests

- Schedule ahead of time: at least 5 days
- You can schedule all tests as soon as you have submitted a Testing Contract
- You may modify them later if something changes

My Dashboard

Home » My Dashboard » **Alternative Testing**

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **In-Active**[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > **Alternative Testing**
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My Signed Forms
- > Agreements with Instructors

ALTERNATIVE TESTING

[Overview](#)[Submit Testing Contract](#)

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

If you do not see your course listed, this means that your alternative testing contract **HAS NOT BEEN COMPLETED** and you are unable to schedule alternative testing at this time.

Please contact our office if possible if your room data is incorrect so that your room can be properly scheduled.

Select Class: **Select One**[Schedule an Exam](#)[View Alternative Testing Contract Detail](#)[Add Another Alternative Testing Contract](#)

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

MUS 1665.001 - Graduate Level Tuba[View Other Exams](#)**Midterm - Wednesday, September 25, 2013 at 10:00 AM**[Modify Request](#) [Cancel Request](#)Status: **Approved**

Request Entered on Wednesday, September 04, 2013 at 02:18:47 PM

MUS 1665.001 - Graduate Level Tuba[View Other Exams](#)**Quiz - Monday, September 30, 2013 at 10:00 AM**[Modify Request](#) [Cancel Request](#)Status: **Processing** [Rescheduled Reminder(s): 2 - Last Reminder Sent on Wednesday, September 04, 2013 at 02:29:40 PM]

Request Entered on Wednesday, September 04, 2013 at 02:22:09 PM

Questions? Contact Us!

Please contact our office if you have any questions regarding alternative testing request and contract.

Disability Resources for Students (DRS)

Mary Gates 011, Box 352808
Seattle, WA 98195-2808
Email: uwdrs@uw.edu

- From your Alternative Testing homepage,
- select your class from the drop down menu
 - click Schedule an Exam

Status: **In-Active**[Update Preference](#)**Home**

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My Signed Forms
- > Agreements with Instructors



Any questions or concerns? Use the following contact information:

Primary Advisor or Counselor
Name: **Jonathan McGough**
Phone: **Not Specified**
[Send Email](#)

CLASS: MUS 1665.001 - Graduate Level Tuba**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:** Wednesday, September 11, 2013)
Exam Time Range: 08:00 AM - 06:00 PM
 2. **Midterm:** 5 Business Days (**Earliest Date:** Wednesday, September 11, 2013)
Exam Time Range: 08:30 AM - 05:00 PM
 3. **Quiz:** 5 Business Days (**Earliest Date:** Wednesday, September 11, 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.

CLASS SCHEDULE(S) AND LOCATION(S)

Please read the Terms and Conditions before you schedule exams

Phone: **Not Specified**
Send Email

Submit an exam modification request through your myDRS account.

CLASS SCHEDULE(S) AND LOCATION(S)

Class Does Not Have Schedule Date and Time for Meeting

Exam Detail

Request Type*: **Midterm**

Date*: **09/25/2013**

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

Time*: **10 AM** **00**

Services Requested*

- 1 Exam per day
- Extra Time 2.00x on Exams with Extensive Calculations
- Interpreting - ASL

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 scheduled date and time has been approved by my instructor.
- I understand that if this time and date is not listed in the Testing Contract, I must ask my instructor to contact DRS to submit approval.

Add Exam Request

[Back to Testing Requests Overview](#)

- Fill out the exam detail form
- Check the boxes under Terms and Conditions to agree
- Click Add Exam Request

Modifying an exam once you have scheduled it

You might need to reschedule if:

- The professor changes the date
- You entered the wrong information
- You have arranged with the professor to take it on a different day than the class

**** Your professor must email DRS to approve any modifications**



My Dashboard

Home >> My Dashboard >> **Alternative Testing**

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **In-Active**[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > [Alternative Testing](#)
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My Signed Forms
- > Agreements with Instructors

ALTERNATIVE TESTING

[Overview](#)[Submit Testing Contract](#)

Alternative Testing Contract(s)

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel a alternative testing contract and you would like to re-activate the contract, please contact our office.

If you do not see your course listed, this means that your alternative testing contract **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: [Schedule an Exam](#)[View Alternative Testing Contract Detail](#)[Add Another Alternative Testing Contract](#)

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

MUS 1665.001 - Graduate Level Tuba[View Other Exams](#)**Midterm - Wednesday, September 25, 2013 at 10:00 AM**[Modify Request](#)[Cancel Request](#)Status: **Processing**

Request Entered on Wednesday, September 04, 2013 at 02:18:47 PM

Questions? Contact Us!

Please contact our office if you have any questions regarding alternative testing request and contract.

Disability Resources for Students (DRS)

Mary Gates 011, Box 352808
Seattle, WA 98195-2808
Email: uwdrs@uw.edu
Website: <http://disability.uw.edu>
Phone: (206) 543 - 8924
Fax: (206) 616 - 8379

On your Alternative Testing homepage, find the scheduled exam and click on Modify Request

Late Exams

An exam is “late” if it is scheduled with fewer than 5 days advance notice

All late exam requests must first be approved by DRS, on a space-availability basis, before they are scheduled.

DRS will contact you to either approve of the exam or suggest an alternative route.

When you schedule an exam for a date sooner than 5 days ahead, myDRS will provide you with a “Late Exam Notice.”

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

Log Out from NetID

LATE EXAM NOTICE

Please be aware that late exams require DRS approval. The exam is not scheduled until you receive notification from DRS that it has been approved. Late requests are approved on a space availability basis.

Please contact the Testing Center if you have questions or concerns.

Thanks!

Late Exam Request

Reason*: **Select One**

If you select "Other," please specify the reason for late exam request below.

Additional Information:

Note: Enter **ADDITIONAL INFORMATION** and/or **ADDITIONAL TIMES** you are available (times must be approved by instructor – refer to your testing contract)

I have read and understood the late exam request policy above.

Submit Late Exam Request **Back to Exam Detail or Modify Date**

- Select the corresponding reason for the late request from the drop down “Reason” menu.
- Provide any additional information you’d like the Testing Center to know
- Check that you have read the late exam policy
- Click Submit Late Exam Request

Day of the Test

- Arrive at DRS a few minutes early
- Remember to bring anything you need for the exam (scantron, bluebook, notecards, model kit, etc).
- Contact DRS and your professor as soon as possible if there is an emergency and you are unable to make it on time.

Happy testing!