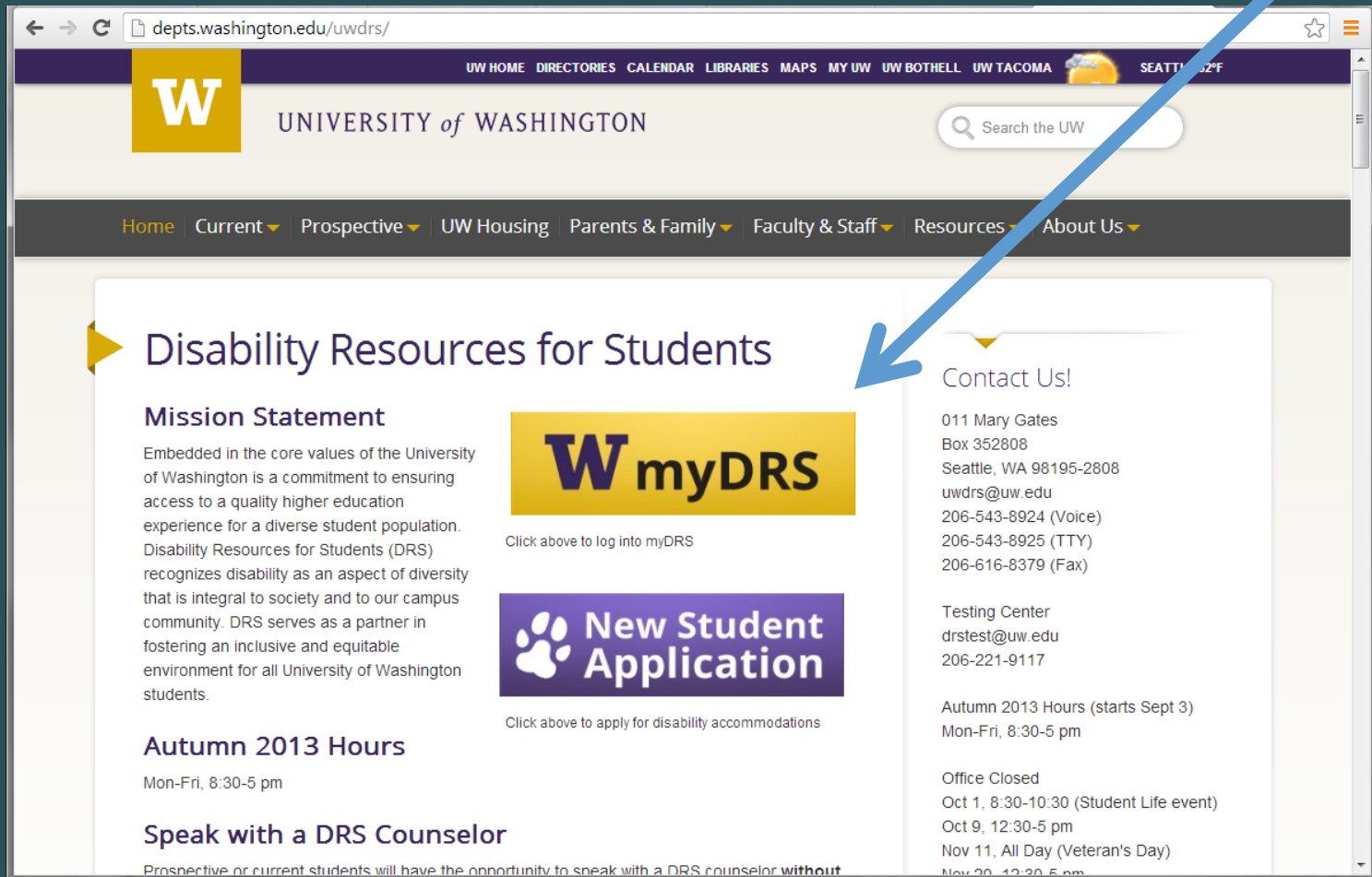


myDRS Orientation

Logging in



depts.washington.edu/uwdrs/

UW HOME DIRECTORIES CALENDAR LIBRARIES MAPS MY UW UW BOTHELL UW TACOMA SEATTLE 52°F

W UNIVERSITY of WASHINGTON

Search the UW

Home Current ▼ Prospective ▼ UW Housing Parents & Family ▼ Faculty & Staff ▼ Resources ▼ About Us ▼

Disability Resources for Students

Mission Statement

Embedded in the core values of the University of Washington is a commitment to ensuring access to a quality higher education experience for a diverse student population. Disability Resources for Students (DRS) recognizes disability as an aspect of diversity that is integral to society and to our campus community. DRS serves as a partner in fostering an inclusive and equitable environment for all University of Washington students.

Autumn 2013 Hours

Mon-Fri, 8:30-5 pm

Speak with a DRS Counselor

Prospective or current students will have the opportunity to speak with a DRS counselor without

W myDRS

Click above to log into myDRS

New Student Application

Click above to apply for disability accommodations

Contact Us!

011 Mary Gates
Box 352808
Seattle, WA 98195-2808
uwdrs@uw.edu
206-543-8924 (Voice)
206-543-8925 (TTY)
206-616-8379 (Fax)

Testing Center
drstest@uw.edu
206-221-9117

Autumn 2013 Hours (starts Sept 3)
Mon-Fri, 8:30-5 pm

Office Closed
Oct 1, 8:30-10:30 (Student Life event)
Oct 9, 12:30-5 pm
Nov 11, All Day (Veteran's Day)
Nov 20, 12:30-5 pm

Getting started – eforms

- You might see the words, “Rights and Responsibilities”. Click on it, read the agreement then sign it electronically by typing your name
- You might see other agreements like “Audio Recording”, and “Equipment”

Navigating myDRS

The screenshot shows a web browser window with the URL <https://cascade.accessiblelearning.com/Washington/dashboard/Default.aspx>. The page is titled "UNIVERSITY of WASHINGTON DISABILITY RESOURCES FOR STUDENTS". The navigation bar includes links for "My Profile", "My Mailbox (Sent E-Mails)", "My Accommodations", and "Sign Out". The left sidebar contains a "My Dashboard" section with a status of "In-Active" and an "Update Preference" button. Below this are two expandable menus: "Home" with links to "My Dashboard", "My Profile", "SMS (Text Messaging)", "Equipment Checked Out", "Additional Accommodation Request Form", and "My Mailbox (Sent E-Mails)"; and "My Accommodations" with links to "List Accommodations", "Alternative Testing", "Alternative Formats", "Notetaking Services", and "My Signed Forms". At the bottom left, there is a contact information box with a phone icon and text: "Do you have any questions? Contact our office: Email: [Contact Us](#) Phone: (206) 543 - 8924". The main content area is titled "OVERVIEW" and features a yellow box with an "IMPORTANT MESSAGE(S)" warning icon. The message states: "Please read the following message(s) regarding your account: Your To Do List: No Accommodation Requests Found. You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes. 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". Below the message box is a section titled "Select Accommodations for Your Class" with an "Important Note" box containing three points: 1. It takes up to 24 hours to show up after you registered your courses with your school. If you do not see one or all of your classes from the list below after 24 hours, please contact the office. 2. Your class might not show up below if you are part of class's waiting list (i.e. the class is full or need an override from the registrar office). 3. If you are unable to select the checkbox from the list of classes below, that means you have submitted your request for accommodation for that class. At the bottom right, there is a box labeled "Step 1: Select Class(es)".

Overview - DSV4-LionHea x

← → ↺ <https://cascade.accessiblelearning.com/Washington/dashboard/Default.aspx> ☆ ☰


My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

W UNIVERSITY of WASHINGTON
DISABILITY RESOURCES FOR STUDENTS

My Dashboard

Home » My Dashboard » Overview

OVERVIEW

 IMPORTANT MESSAGE(S)

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

- **Your To Do List:**
No Accommodation Requests Found
You have not submitted any accommodation requests for the current term. Please remember to request your accommodations after you register your classes.

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

Select Accommodations for Your Class

Important Note

1. It takes **up to 24 hours** to show up after you registered your courses with your school. If you do not see one or all of your classes from the list below after 24 hours, please contact the office.
2. Your class might not show up below if you are part of **class's waiting list** (i.e. the class is full or need an override from the registrar office).
3. If you are **unable to select the checkbox** from the list of classes below, that means you have submitted your request for accommodation for that class.

Step 1: Select Class(es)

Do you have any questions?
Contact our office:
Email: [Contact Us](#)
Phone: (206) 543 - 8924

Eligibility Letter – Part 1

> List Accommodations

> Alternative Testing

> Alternative Formats

> Notetaking Services

> My Signed Forms



Do you have any questions?

Contact our office:

Email: [Contact Us](#)

Phone: (206) 543 - 8924

Logout

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

Log Out from NetID



UNIVERSITY *of* WASHINGTON

DISABILITY RESOURCES FOR STUDENTS

You have completed the interactive process necessary to establish accommodations for your courses at the University of Washington. Based on the documentation you supplied, and the information you shared during your Access Planning Meeting, we have approved the academic adjustments or accommodations listed below. Please review them carefully. If you have any questions, don't hesitate to contact your DRS Counselor: Terri Dobrich tdobrich@uw.edu.

DRS Approved Accommodations

A more detailed explanation of many accommodations can be found at: <http://depts.washington.edu/uwdrs/current-students/accommodations/>

1. Accessible Texts or Materials

- Alternative Format to Print

2. Alternative Testing

- Calculator
- Computer for Short Answer/Essay
- Computer with Screenreader/Magnifying Software (Jaws, ZoomText)
- Extra Time 2.00x on All Exams
- Spelling/Grammar Check for Tests or Quizzes

3. Classroom Access

- Audio Recording of Classes
- Computer for In-class Assignments
- Copies of PowerPoint Presentations and Overheads
- Extra Time 2.00x on In-Class or Quick Turnaround Assignments
- Spelling/Grammar Check for In-class Assignments

4. Notetaking Services

- Notetaking

5. Others

- Priority Registration

Eligibility Letter – Part 2

4. Notetaking Services

- Notetaking

5. Others

- Priority Registration

Next steps for you to take:

- [Login](#) to myDRS with your UW NetID to review your rights and responsibilities, profile, notification settings, and to familiarize yourself with the process of requesting accommodations for each class.
- Submit your Faculty Notification Letter through myDRS by the 1st week of class each quarter or as soon as possible if you are approved for new accommodations during a quarter.
- Once you have submitted your Faculty Notification Letter, you will need to arrange a time to meet with each professor and discuss the specific details of implementing your accommodations in each course.
Important Note: For some accommodations an agreement or contact is also required. Please submit these as soon as possible after your faculty meeting.
- Request accommodations in a timely manner. Visit our [Services Request Timeline](#) for more information.
- Check your @uw.edu email frequently, as that is our primary means of communication.
- Want to learn more? Visit the [DRS Resources](#) or [Campus Resources](#) webpages.

If you have any questions or concerns please don't hesitate to contact me. I look forward to working together in the coming year.

Sincerely,

Terri Dobrich
Counselor, Disability Resources for Students
tdobrich@uw.edu
Direct: (206) 685 - 3114
General Office Inquiries 206-543-8924

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

Request your accommodations - 1

My Dashboard

Home » My Dashboard » **List Accommodation Requests**

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: **In-Active**

[Update Preference](#)

Home

[» My Dashboard](#)

[» My Profile](#)

[» SMS \(Text Messaging\)](#)

[» Equipment Checked Out](#)

[» Additional Accommodation Request Form](#)

[» My Mailbox \(Sent E-Mails\)](#)

My Accommodations


[» List Accommodations](#)

[» Alternative Testing](#)

[» Alternative Formats](#)

[» Notetaking Services](#)

[» My Signed Forms](#)

 Do you have any questions? Contact our office:
Email: [Contact Us](#)
Phone: (206) 543 - 8924

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.
[Log Out from NetID](#)

LIST ACCOMMODATION REQUESTS

Select Accommodations for Your Class

Important Note

1. It takes **up to 24 hours** to show up after you registered your courses with your school. If you do not see one or all of your classes from the list below after 24 hours, please contact the office.
2. Your class might not show up below if you are part of **class's waiting list** (i.e. the class is full or need an override from the registrar office).
3. If you are **unable to select the checkbox** from the list of classes below, that means you have submitted your request for accommodation for that class.

Step 1: Select Class(es)

☐ **Fall 2013** - EDSPE 500.00C - PRACTICUM (CRN: 13401)

☐ **Fall 2013** - EDSPE 511.00A - METH APPL BEH ANLYS (CRN: 13410)

☐ **Fall 2013** - EDSPE 527.00E - ABA FOR TEACHERS (CRN: 13418)

☐ **Fall 2013** - EDSPE 530.00A - READINGS IN ABA (CRN: 13419)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR FALL 2013

Refine Search Result:

[Refine Search](#)

Previous Term

Term: **Fall 2013**

Next Term

No Data Found - Please Try Different Search Option

Email Faculty Notification letter

Welcome **Ellen McTest!**

My ProfileMy Mailbox (Sent E-Mails)My AccommodationsSign Out

Back to My Profile

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

Home

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

My Accommodations


- List Accommodations
- Alternative Testing
- Alternative Formats
- Notetaking Services
- Deaf and Hard of Hearing
- My Signed Forms

Do you have any questions?
Contact our office:
Email: [Contact Us](#)
Phone: (206) 543 - 8924

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

MUS 1665.001 - Graduate Level Tuba (CRN: 1005)
Cancel Request

Instructor(s): **Kali Wagner**
Days and Time(s): **Not Specified**
Date Range(s): **Not Specified**
Location(s): **Not Specified**

Request Status

Approved

First Entered by: Kali Wagner
First Entered on: **09/04/2013 at 01:59 PM**
Last Updated on: **09/18/2013 at 01:31 PM**

Notification Letter
Status: **Printed**
Last Emailed: **Not Specified**
Last Printed: **09/18/2013 at 01:31 PM**

Select Accommodation(s) for MUS 1665.001

- ☒ Access to Food, Drink or Medication
- ☒ Alternative Format to Print
- ☒ Alternative Testing
- ☒ Braille
- ☒ Dial A Ride
- ☐ Interpreting (ASL)
- ☒ Notetaking Services
- ☒ Padded chair (adjustable height without arms) and table

☐ Select the check box if you would like DRS to **email this accommodation letter** to your instructor(s) for **MUS 1665.001 - Graduate Level Tuba** course.

Important Note
Your request for accommodation has been **APPROVED** and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification.
To view all pending request submitted for this class, please use the following link: [View Pending Request\(s\)](#).
Please contact our office if you have not received any update regarding your pending request within 3 business days.

Hint: If you have **customized note** (specific to this class) that needs to be included in the faculty notification letter, please enter it under Custom Notes.

Update RequestCancel RequestBack to List

Request History
Accommodation Request was **Approved** on Wednesday, September 04, 2013 at 01:59:46 PM by Kali Wagner.

Print Faculty Notification letter

The screenshot shows a web application interface for a user named Ellen McTest. The top navigation bar includes links for 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The left sidebar contains a 'My Dashboard' section with links to 'Home', 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', 'Equipment Checked Out', 'Additional Accommodation Request Form', and 'My Mailbox (Sent E-Mails)'. Below this is a 'My Accommodations' section with links to 'List Accommodations', 'Alternative Testing', 'Alternative Formats', 'Notetaking Services', 'Deaf and Hard of Hearing', and 'My Signed Forms'. At the bottom of the sidebar is a 'Logout' button.

The main content area is titled 'OVERVIEW' and features a red box highlighting the 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section. This section includes a note: 'Note: It may take up to 10 seconds to generate each PDF file.' Below the note is a dropdown menu labeled 'Select Class:' with the value 'Select One' and a 'Generate PDF' button. Below this is a red banner stating 'Accommodation Request Currently is Not Available' with a message: 'Currently, your 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.'

Below the banner is a section titled 'LIST ACCOMMODATIONS FOR FALL 2013' with a 'Refine Search Result:' dropdown set to 'Search All' and a 'Refine Search' button. Below this is a table with columns 'Previous Term', 'Term: Fall 2013', and 'Next Term'. The table shows one record: 'MUS 1665.001 - Graduate Level Tuba (CRN: 1005)' with links for 'Modify Request' and 'Cancel Request'. Below the table are fields for 'Instructor(s): Kali Wagner', 'Days and Time(s): Not Specified', 'Date Range(s): Not Specified', and 'Location(s): Not Specified'. At the bottom, there are two buttons: 'Request Status' and 'Notification Letter'.

Notetaking

with myDRS

The volunteer notetaker for your class will be uploading her/his notes to the myDRS database on a regular basis.

What happens once the notes are uploaded?

- You will receive an email notification that new notes are available
- You the notes (see next slides) can log in to myDRS and download

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
- SMS (Text Messaging)
- Equipment Checked Out
- Additional Accommodation Request Form
- My Mailbox (Sent E-Mails)

My Accommodations

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

OVERVIEW

 **PRINTING FACULTY NOTIFICATION LETTER IN PDF**

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

Select Class: **Select One**

Accommodation Request Currently is Not Available

Currently, your 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: **Search All**

Previous Term **Term: Fall 2013** Next Term

Number of Records Found: 1

Showing Records: 1 - 1

Show Limit: **100** per Page

Navigate to Page: **1** Previous Next

MUS 1665.001 - Graduate Level Tuba (CRN: 1005) [Modify Request](#) [Cancel Request](#)

- Once logged-into your myDRS account, click on Notetaking Services in the “My Accommodations” menu on the left

UNIVERSITY of WASHINGTON

DISABILITY RESOURCES FOR STUDENTS

My Dashboard

Home » My Dashboard » Notetaking Services

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: In-Active

Update Preference

Home

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

My Accommodations

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

NOTETAKING SERVICES

MUS 1665.001 - Graduate Level Tuba

List of Notetaker(s):

- Name: Confidential - Contact Office.

[Available Note\(s\) for Download \(Click to Expand\)](#)

Questions? Contact Us!

Please contact our office if you have any questions regarding notetaker assignment in your class.

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

- Click on Available Note(s) for Download



UNIVERSITY of WASHINGTON

DISABILITY RESOURCES FOR STUDENTS

My Dashboard

[Home](#) > [My Dashboard](#) > [Notetaking Services](#)

Login as User Feature

[Back to My Profile](#)

SMS (Text Messaging)

Status: In-Active

[Update Preference](#)

Home

- > [My Dashboard](#)
- > [My Profile](#)
- > [SMS \(Text Messaging\)](#)
- > [Equipment Checked Out](#)
- > [Additional Accommodation Request Form](#)
- > [My Mailbox \(Sent E-Mails\)](#)

My Accommodations

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

NOTETAKING SERVICES

MUS 1665.001 - Graduate Level Tuba

List of Notetaker(s):

- Name: Confidential - Contact Office.

[Available Note\(s\) for Download \(Click to Expand\)](#)

- Notes for Week 1 (Monday) [Download Note](#)

File Size: 15 KB Uploaded on: Friday, September 06, 2013 at 11:09:33 AM

Questions? Contact Us!

Please contact our office if you have any questions regarding notetaker assignment in your class.

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

- Click on Download Note

Your notes should now be
downloaded to your computer!

How to use the DRS Testing Center

Getting Started

- Request testing accommodations through myDRS
- Send or give your **letter of accommodation** 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, if possible
- Or bring a paper version of the contract—
then fill out the contract online
during/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:
 - 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: Select One Generate PDF

Accommodation Request Currently is Not Available

Currently, your 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: Search All

- 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

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

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

- 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



Welcome Jon McTest!

[My Profile](#)[My Mailbox \(Sent E-Mails\)](#)[My Accommodations](#)[Sign 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](#)

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 MinutesQuiz 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.eduWebsite: <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

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

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: **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

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My Accommodations

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


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


Welcome **Jon McTest!**

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[My Mailbox \(Sent E-Mails\)](#)
[My Accommodations](#)
[Sign Out](#)

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

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):
 - Final:** 5 Business Days (**Earliest Date:** Wednesday, September 11, 2013)
Exam Time Range: 08:00 AM - 06:00 PM
 - Midterm:** 5 Business Days (**Earliest Date:** Wednesday, September 11, 2013)
Exam Time Range: 08:30 AM - 05:00 PM
 - 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.


Any questions or concerns? Use the following contact information:
Primary Advisor or Counselor
Name: **Jonathan McGough**
Phone: **Not Specified**
[Send Email](#)

CLASS SCHEDULE(S) AND LOCATION(S)

Please read the Terms and Conditions before you schedule exams

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

Phone: Not Specified
Send Email

Submit an exam modification request through your myDPS 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 schedule 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
drstest@uw.edu 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
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- > SMS (Text Messaging)
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- > Additional Accommodation Request Form
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My Accommodations

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ALTERNATIVE TESTING

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

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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**Status: **Processing**

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

[Modify Request](#)[Cancel Request](#)

Questions? Contact Us!

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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!