**SCHEDULING EXAMS IN myDRS**

1. **The DRS Testing Agreement must be completed by your instructor**

- In your Faculty Notification Letter, your instructor is given a link to complete the agreement

**2. Review your Testing Agreement once your instructor has completed it:**

- Log into myDRS

-Click on “Alternative Testing” in the “My Accommodations” menu on the left

-Select your class from the drop down menu

- Click on “View Alternative Testing Detail”

- Review your agreement. Contact your professor if you see any conflicts with dates/times or any errors

**3. Schedule your exams in myDRS at least 5 business days before exam to avoid a late request**

-Click on “Alternative Testing” in the “My Accommodations” menu on the left

-Select your class from the drop down menu

-Click “schedule an exam”

-Read the Terms and Conditions

-Complete the “Exam Detail” Form

-Complete Late Exam form if prompted

**\*Schedule exams for the same time as class. If you have a conflict (such as a class right after the test), please refer to the guidelines on the Testing Agreement about when your professor will allow you to take the exam.**

**\*Exams must be scheduled at least 5 business days in advance and 10 business days in advance for Finals.**