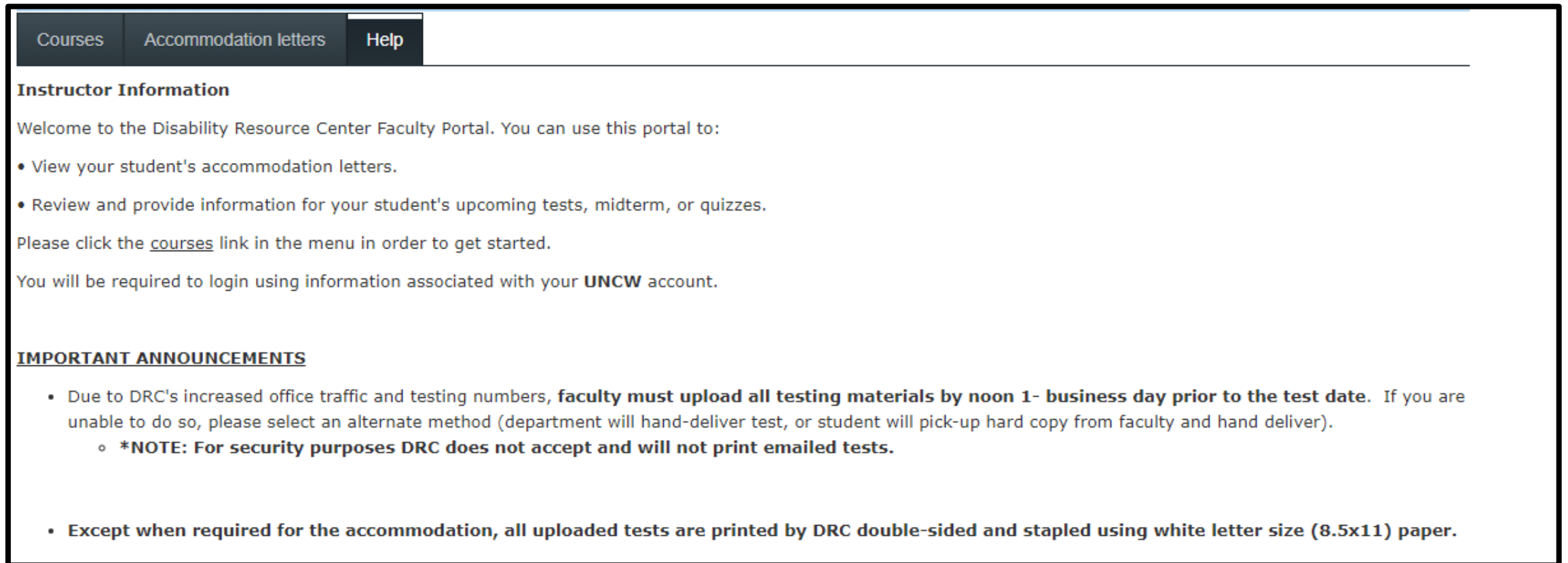


Step 1

- Access [DRC Faculty Portal](#) and log in using your UNCW credentials.
- You will arrive at page shown below



The screenshot shows the top navigation bar of the DRC Faculty Portal with three tabs: 'Courses', 'Accommodation letters', and 'Help'. Below the navigation bar is the 'Instructor Information' section, which includes a welcome message and a list of portal functions. The 'IMPORTANT ANNOUNCEMENTS' section follows, containing two bullet points with specific instructions and a note about security.

Courses | **Accommodation letters** | **Help**

Instructor Information

Welcome to the Disability Resource Center Faculty Portal. You can use this portal to:

- View your student's accommodation letters.
- Review and provide information for your student's upcoming tests, midterm, or quizzes.

Please click the [courses](#) link in the menu in order to get started.

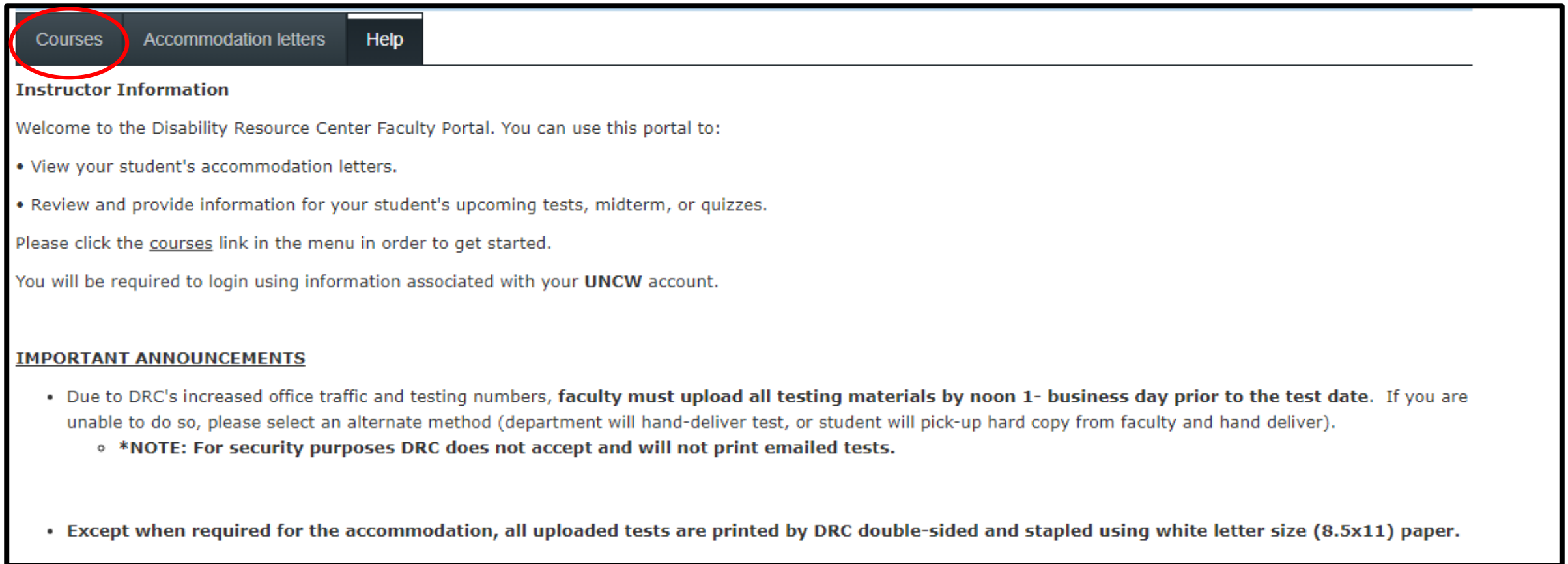
You will be required to login using information associated with your **UNCW** account.

IMPORTANT ANNOUNCEMENTS

- Due to DRC's increased office traffic and testing numbers, **faculty must upload all testing materials by noon 1- business day prior to the test date.** If you are unable to do so, please select an alternate method (department will hand-deliver test, or student will pick-up hard copy from faculty and hand deliver).
 - ***NOTE: For security purposes DRC does not accept and will not print emailed tests.**
- **Except when required for the accommodation, all uploaded tests are printed by DRC double-sided and stapled using white letter size (8.5x11) paper.**

Step 2

- Click on “Courses” to view all courses for which you are the assigned instructor.



The screenshot shows a dark navigation bar at the top of a web page. It contains three buttons: 'Courses', 'Accommodation letters', and 'Help'. The 'Courses' button is circled in red. Below the navigation bar, the page content is titled 'Instructor Information' and includes a welcome message, a list of portal functions, and a section for 'IMPORTANT ANNOUNCEMENTS' with specific instructions for faculty regarding test uploads.

Courses Accommodation letters Help

Instructor Information

Welcome to the Disability Resource Center Faculty Portal. You can use this portal to:

- View your student's accommodation letters.
- Review and provide information for your student's upcoming tests, midterm, or quizzes.

Please click the [courses](#) link in the menu in order to get started.

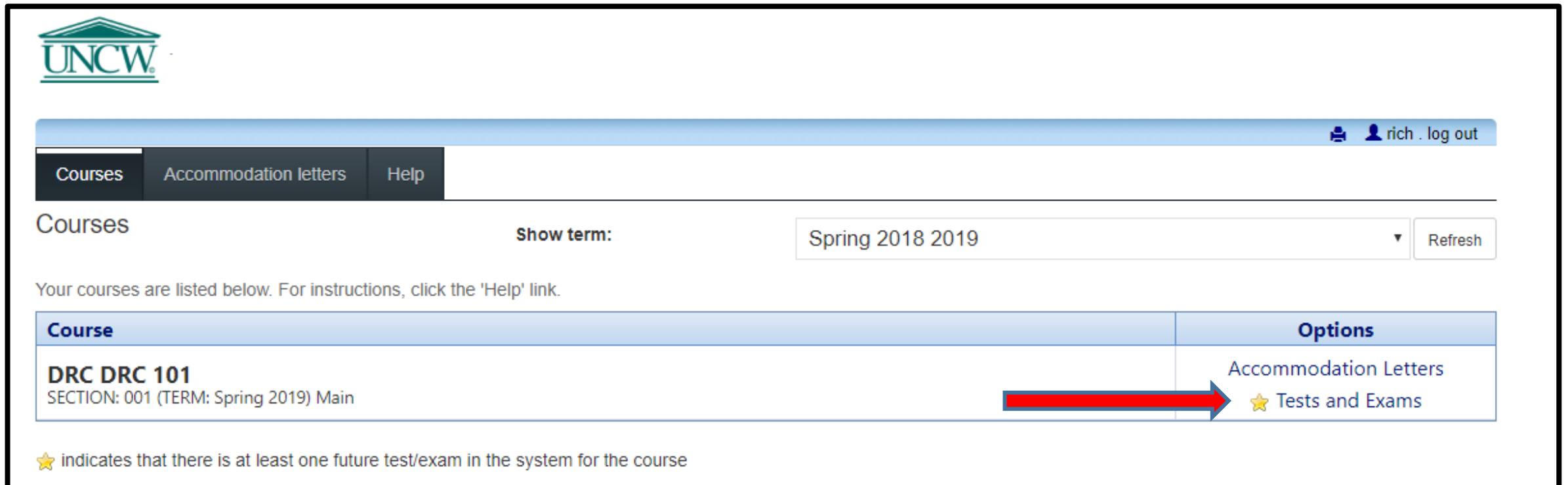
You will be required to login using information associated with your **UNCW** account.

IMPORTANT ANNOUNCEMENTS

- Due to DRC's increased office traffic and testing numbers, **faculty must upload all testing materials by noon 1- business day prior to the test date.** If you are unable to do so, please select an alternate method (department will hand-deliver test, or student will pick-up hard copy from faculty and hand deliver).
 - ***NOTE: For security purposes DRC does not accept and will not print emailed tests.**
- **Except when required for the accommodation, all uploaded tests are printed by DRC double-sided and stapled using white letter size (8.5x11) paper.**

Step 3

- For the course you wish to view, click on “Tests and Exams”
- Note: a yellow star will be displayed next to “Tests and Exams” indicating a student has submitted a test request for this course.



The screenshot displays the UNCW student portal interface. At the top left is the UNCW logo. A navigation bar contains 'Courses', 'Accommodation letters', and 'Help'. The 'Courses' section is active, showing a 'Show term:' dropdown set to 'Spring 2018 2019' and a 'Refresh' button. Below this, a message states: 'Your courses are listed below. For instructions, click the 'Help' link.' A table lists courses with two columns: 'Course' and 'Options'. The first row shows 'DRC DRC 101' with 'SECTION: 001 (TERM: Spring 2019) Main'. Under the 'Options' column, there are two links: 'Accommodation Letters' and '★ Tests and Exams'. A red arrow points to the '★ Tests and Exams' link. A legend at the bottom left explains: '★ indicates that there is at least one future test/exam in the system for the course'.

Course	Options
DRC DRC 101 SECTION: 001 (TERM: Spring 2019) Main	Accommodation Letters ★ Tests and Exams

★ indicates that there is at least one future test/exam in the system for the course

Step 4

- The page below shows dates and times students in this course have requested to test with the Disability Resource Center (DRC)
- To edit, approve, and upload a copy of the test click “Confirm/Edit” for the corresponding test date.
- In this example, information will be provided for April 23rd.





[Courses](#) [Accommodation letters](#) [Help](#)

Scheduled tests and examinations for:

DRC DRC 101 section 001 (Spring 2019) Main : Richard (2019 Jan 1 to May 4)

Your scheduled accommodated examinations for this course are listed below. Please select the Update link for the test you are providing information or materials for.

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	April 23 Tuesday (2019)	10:00 AM (60 minutes) <i>Last modified: 2019-03-11</i>	No		 Confirm/Edit
Test	March 8 Friday (2019)	8:00 AM (60 minutes) <i>Last modified: 2019-03-01</i>	No		 Confirm/Edit
Test	February 8 Friday (2019)	3:00 PM (60 minutes) <i>Last modified: 2019-02-04</i>	No		 Confirm/Edit

[Back to course list](#)

Step 5

- Review the date, start time, and end time the student has requested to test with DRC.
- In this example, the student has requested to test on April 23rd at 10:00 am.
- Click “Next” after reviewing information.
- See next slide for additional notes

1. Test details

2. Students


3. Test Information

4. Submit changes

1. Test / Exam Information

Course: DRC DRC 101 sect. 001 (Spring 2019) Main

MUST READ BEFORE SCHEDULING: Please review the date, start time, and end time your student has requested with the Disability Resource Center. The test duration should match the amount of time the entire class receives for the test. If you have questions, concerns, or disapprove of the requested information, please contact the student immediately and request they make the necessary adjustments to the testing information

Date of test: 

Test start time:

Test end time:

ClockWork Online Student Access

Step 5 Notes

- Students are expected to communicate with their Instructors prior to scheduling tests to discuss dates, times, and other relevant details.
- The test duration should equal the amount of time **ALL** students in the class receive. The system will automatically calculate and apply the accommodated time.
- If faculty have concerns or questions regarding the test information, please contact the student immediately to discuss.
 - Accommodations may require students to test at an alternate time than the class. Students should discuss this with faculty prior to scheduling.

Step 6

- Review the students who've requested to test with DRC.
- Students accommodated time will be displayed.
- Once information is reviewed and confirmed, click "Next"
- Note: There may be multiple students within your course that have requested different testing times. Please review each student carefully.

1. Test details

2. Students

3. Test Information

4. Submit changes

2. Students scheduled to-date for DRC DRC 101 sect. 001 (Spring 2019) Main

Below is the list of students that have requested to take this test with the Disability Resource Center, so far. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
Sammy Seahawk (8500000000)	April 23 Tuesday (2019)	10:00 AM to 12:00 PM

Previous **Next** Cancel

Step 7

- Provide test proctoring details by responding to the prompts on the Test Information page (all prompts show on following slides).
- Select “Next” when complete.

3. Test Information for DRC DRC 101 sect. 001 (Spring 2019) Main

1. Indicate the amount of testing time allowed for ALL students (i.e. 50 or 75 minutes)

* Indicate the amount of testing time allowed for ALL students (i.e. 50 or 75 minutes)

2. Testing Materials Needed:

Is student allowed to write on the test?

Yes No

* Is a scantron needed? *Scantron MUST be provided by student or academic department*

Yes No

Specify Scantron type

* DRC provided scratch paper allowed?

Yes No

Are notes, books, or other resources allowed during test? Please specify

Yes No

Books

Notes/Data Sheet

Dictionary

Diagrams

Formulas/Tables

Please specify

Is a calculator allowed during test? Calculators MUST be provided by student or academic department

Yes No

Calculator, Basic

Calculator, Scientific

Specific/Other

Are electronic devices/software allowed during test? Please specify and indicate if test is online

Yes No

Computer

Word Processing

Internet

Blackboard

Other

3. Disability Resource Center (DRC) will receive test by:

Instructor will upload exam through DRC Faculty Portal - *Must be uploaded 2 business days prior to test. If you are able to comply with this, please select another method

Department will deliver to Disability Resource Center.

Student will pick up test from Professor/Instructor.

4. When completed, the test will be:

Delivered by DRC Staff to Department

Left at Disability Resource Center to be picked up by the Professor/Instructor.

Hand delivered by student to Instructor or department office staff in sealed envelope.

5. Comments/ Special Instructions:

Previous

Next

Cancel

Step 8

- Review all information on the summary page. If information needs to be updated, click “previous” to view previous pages.
- Upload a copy of the test, if you have selected this option. (Instructions on uploading multiple documents on next slide).
- Click “Submit Changes.”


File upload

Note: To upload additional files please select the first file and submit. On the confirmation screen, click "Back to test listing" and select "Review file" for the test you need to add documents to. You will be taken to the submit changes screen where you can upload an additional file. (You must complete this process for each file you want to submit for the test). If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the Exams Office in advance of your scheduled test or exam, at least one business day in advance.

Select test/exam file to submit:

Previously uploaded tests:	
Test Audio File.mp3	view remove
Test for UNCW Seahawks 101.docx	view remove

Please note that you must click the [Submit changes](#) button in order to confirm your test to us.

 [Please print a copy for your records.](#)

You have successfully confirmed a Test!!!

- To upload additional documents for a test:
 - Select your first document and click “Submit Changes.”
 - On the confirmation screen, select “Back to Test Listing.”
 - Click “Review File” for the test you wish to upload additional documents.
 - Select the additional file and click “submit changes.”
 - NOTE: You will have to complete this process for each additional document.
- Or, you can upload a .zip file.