For Students: Review and Renew your Accommodations Letter

The following are instructions on how to review and renew your Accommodation Letters.

It is important to know that you need to generate your letter before you can book your exams.

Steps to generating your letter:

Go to our webpage at http://students.ok.ubc.ca/drc/ and click on the Accommodations Portal. You will log in with your CWL.

1. On the main menu you will click the “Review and Renew” image.
2. Then **click on the “Accommodations button.”** Select the right term (top-right).
3. You will then see a list of classes that you are enrolled in for the semester.

4. To request your letter click on “request” under the Request column. You will now see all of your accommodations and the list of professors and their emails.
   Note: “Math 999” letter has been generated and now says “Get Letter.” You can view letter.
5. Please review your accommodations listed and please select between the three options at the bottom of the page.

   a. If your accommodations are correct the way they are:
      • It sends a notification to the instructor. The instructor then goes to the web to download the letter.
   b. If you selected you need additional accommodations or a change:
      • Your advisor is notified of this request and will either approve it and let you know, or will request you to make an appointment. You can request individual accommodations for a specific class or you can check “all” for accommodations and “all courses” for letters to be generated at once. Check “all or check “none”.

![Image of the Request Accommodations page on the University of British Columbia website](image-url)
Scroll down and select “agree” to the terms and click on the “submit” button. You will be returned to the list of your courses. You are responsible for requesting new letters of accommodation at the beginning of each term through this portal to any or all of your instructors.

*Your instructor has now received an email with a link to your Accommodations Letter.

Terms

Website Privacy & Security Policy We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information with anyone without your explicit permission. Information we collect about you

We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your IP address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms. Statistics This website is regularly monitored in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may also be used in our reports. User statistics are anonymous.

Security The Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions when you use the sites. We follow strict security procedures when filing and using the information you supply, and may request proof of your identity before supplying you with information. We take all reasonable steps to ensure the secrecy of your personal data and passwords. You are fully responsible for maintaining the

I agree to the terms outlined above

Cancel Submit
How to book a test or exam with the DRC

** Please note, all exams must be booked at least 7 days in advance **

Go to the UBC Okanagan Disability Resource Centre website: http://students.ok.ubc.ca/drc/welcome.html

Click on the Accommodations Portal icon (or the link below the icon)

At this point you will be asked to login to the portal with your CWL.

**First** click on ‘Schedule a test, mid-term or quiz’
Click on “Schedule a test, mid-term, or quiz.” Or if it is a final exam click “final exam”. 
There are six steps to booking your exam. You will need the class test information handy as you will need to complete all 6 steps in the same session. If you leave the session you will need to start from the beginning.
This is where you will choose the course you are going to be writing your quiz or exam in:
The drop down menu will include all courses you are registered in
Click “Next” once you have the course selected, to proceed to step 2.

**Step 1: Select Course using drop down**
Step 2: Class test date and time

Please do not use the clock icon to select your time. Type in the exact start time of your exam.

Please ensure you are inputting the following information: Must be the same date and time as the rest of the class unless written permission has been received from the professor changing this.

- Date of exam:
- Time of exam:
- Class test duration:

Please input the original duration of the exam (you will not add any time accommodations here).

Once you have entered the class test date and time and duration, click “Next” to proceed to step 3.
Step 3: Confirm course info and instructor information

3. Confirm instructor information

Please verify the following information and correct anything that is missing or incorrect.

Course Info

EN Language Code A

Instructor Info

You must enter the instructor email address in order to continue.

Instructor name:
Steve Rogers

Instructor email:
srogers@email.com
**Step 4: Choose accommodations**

This step will include all the accommodations that you receive. You can select which accommodations you would like to receive for your exam. You can either choose all accommodations by clicking or select which individual accommodation(s) you require for this exam.
Step 5: Select your test time
In this window you can review the date, start and end time of your exam.
If everything is correct click to proceed to step 7.

Welcome
1. Select course
2. Class test date and time
3. Confirm prof info
4. Choose accommodations
5. Select your test time
6. Confirm and complete

5. Select a date & time to write

Please select a date and time from the list of available dates and times below. If none of the date/times in the list below will work for you then please contact us to see if alternate arrangements can be made. We can be reached at (ask for assistance with test booking).

Available dates & times

Note: if none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.

📅 Wednesday September 19, 10:00 AM to 12:00 PM

A spot was found for you to write your test; please click the 'Next' button below to continue scheduling your test.
Step 6: Confirm and complete
This step will give you an overview of all the information you have entered in the previous steps.
It is important for you to review this information to ensure it is correct.

IMPORTANT: Please ensure you have checked the button to acknowledge that everything is correct. Then click “Confirm Booking.”
Congratulations, you have now booked your exam!

If you notice an error or need to make a change to your booking, you MUST contact our Exam Coordinator to make the changes.

You can also go to the ‘My upcoming events’ tab to view all booked exams.

All booked upcoming exams will show up in this area. It is important to check this regularly to ensure you have booked your exams.

Please note, we have a 7 Day Exam Booking Deadline.
How to request a notetaker

Follow these steps to request your notetaker

Go to the UBC Okanagan Disability Resource Centre website: http://students.ok.ubc.ca/drc/welcome.html

Click on the Accommodations Portal icon (or the link below the icon)

At this point you will be asked to login to the portal with your CWL.

First click on 'Course Notes'
1. Under the heading “I require a notetaker” you will click on “change this” to say yes. This will trigger an email to the DRC Program Coordinator to recruit a notetaker for you.

<table>
<thead>
<tr>
<th>Course name</th>
<th>I require a notetaker</th>
<th>Note taker availability</th>
<th>My lecture notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 999 000</td>
<td>No change this</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Math 123 test math123test 1</td>
<td>No change this</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

When a notetaker is hired you will be notified and you will access your lecture notes here.