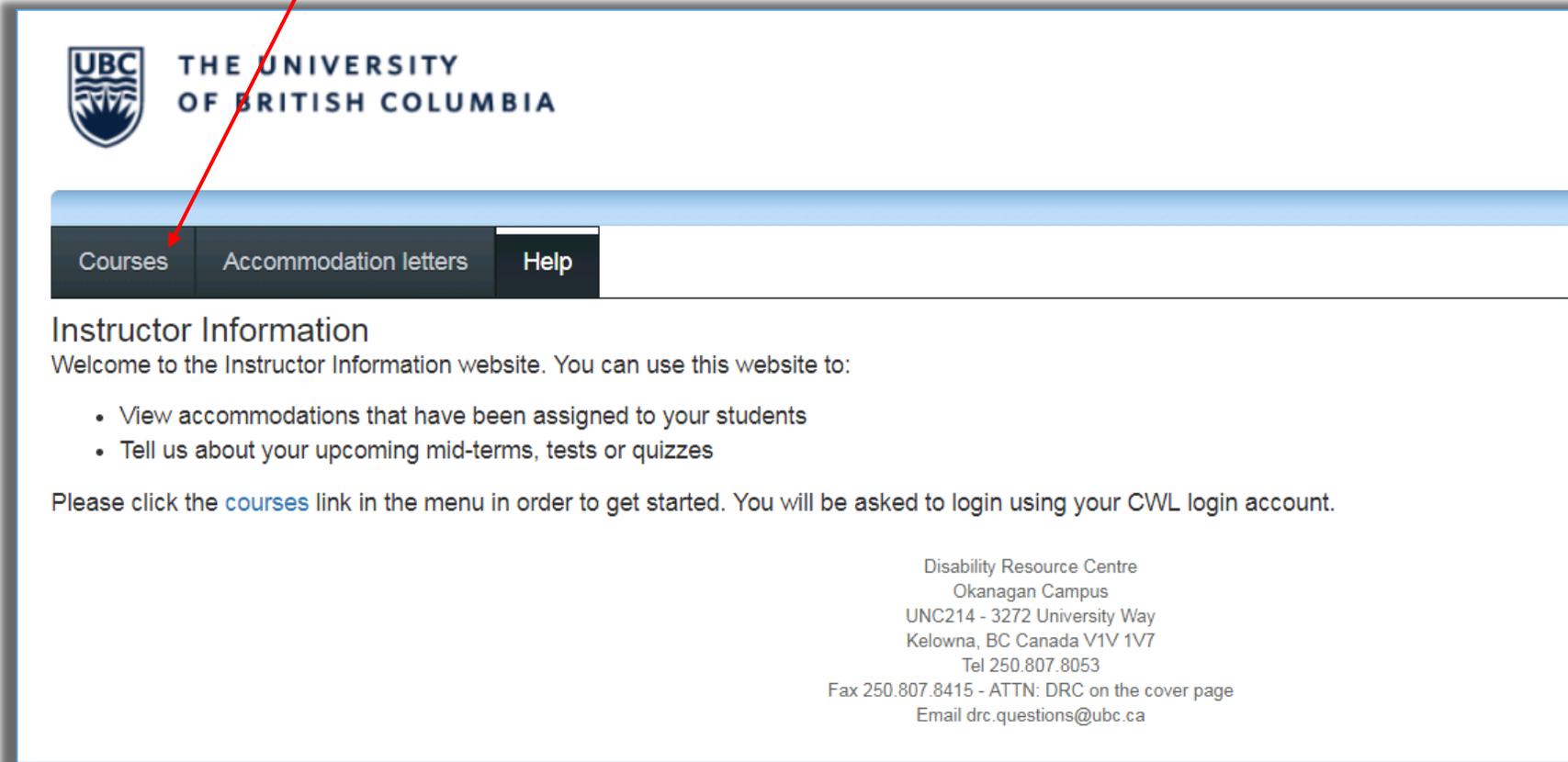


Disability Resource Centre Accommodations Portal

View your students' accommodations & make and verify exam arrangements!

Access the Accommodations Portal on the Disability Resource Centre website: <http://students.ok.ubc.ca/drc/welcome.html>

Step 1: First **click on the "Courses" link** to proceed.



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Courses Accommodation letters Help

Instructor Information

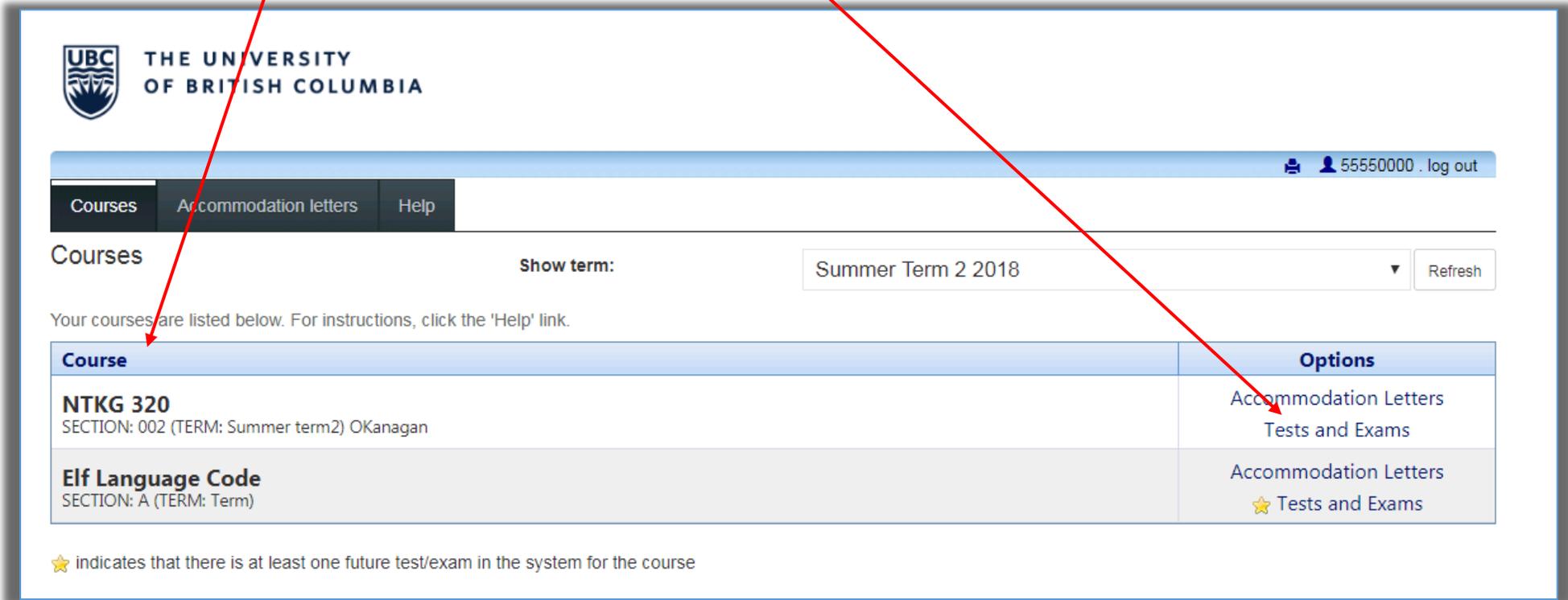
Welcome to the Instructor Information website. You can use this website to:

- View accommodations that have been assigned to your students
- Tell us about your upcoming mid-terms, tests or quizzes

Please click the [courses](#) link in the menu in order to get started. You will be asked to login using your CWL login account.

Disability Resource Centre
Okanagan Campus
UNC214 - 3272 University Way
Kelowna, BC Canada V1V 1V7
Tel 250.807.8053
Fax 250.807.8415 - ATTN: DRC on the cover page
Email drc.questions@ubc.ca

Step 2: Here you will see all the courses that you teach. Click on **“Tests and Exams”** to see if a student has already submitted a Class Test listing for that course.



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55550000 . log out

Courses Accommodation letters Help

Courses Show term: Summer Term 2 2018 Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
NTKG 320 SECTION: 002 (TERM: Summer term2) OKanagan	Accommodation Letters Tests and Exams
Elf Language Code SECTION: A (TERM: Term)	Accommodation Letters ★ Tests and Exams

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

Step 3: **Students may have inputted a Class Test already.** Note: This option is **not** currently available to **add a Class Test yourself.**

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Courses Accommodation letters Help

Scheduled tests and examinations for:

Elf Language Code section A (Term): Steve Rogers (2018 Jun 16 to Aug 31)

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.

Tell us about an upcoming test

Date of test: 8/29/2018 Add this test

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	August 30 Thursday (2018)	10:00 AM (60 minutes) <i>Last modified: 2018-08-22</i>	Yes	Submit file	Confirm/Edit

Back to course list

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 Kelowna, BC Canada V1V 1V7
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 Fax 250.807.8415 - ATTN: DRC on the cover page
 Email drc.questions@ubc.ca

You will see the schedule of exams. **Either "Confirm or Edit"** exams that have already been inputted.

Step 4: If you need to “Edit” that Class Test submission these are the following 4 steps:

Step 4.1: Make changes to the “Test Details”

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1. Test details
2. Students
3. Test Information
4. Submit changes

1. Test / Exam Information

Course: Elf Language Code sect. A (Term)

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test: 8/30/2018

Test start time: 10:00am

Test end time: 11:00am

Previous Next Cancel

Step 4.2: Note your students who have booked to write with the DRC. **Click Next.**

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1. Test details
2. Students
3. Test Information
4. Submit changes

2. Students scheduled to-date for Elf Language Code sect. A (Term)

Below is the list of students that have registered to write this test with us so far. Please review this list and click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
trevstst Test (11119999)	August 30 Thursday (2018)	10:00 AM to 11:00 AM

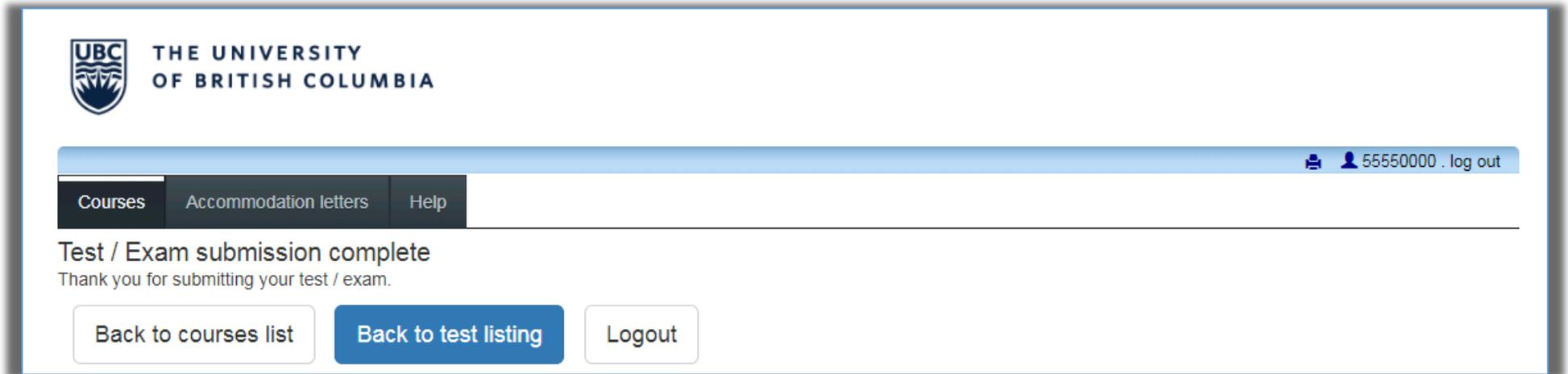
Previous Next Cancel

Step 4.3: Add additional information such as “open/closed book, calculator type, etc.”

Step 4.4: upload an **exam file**.
(exam files can be uploaded later or edited at a later date)

Finally click on **Submit Changes**

Congratulation your Class Test submission is complete!



The screenshot shows a web interface for The University of British Columbia. At the top left is the UBC logo and the text "THE UNIVERSITY OF BRITISH COLUMBIA". A navigation bar contains "Courses", "Accommodation letters", and "Help". On the right side of the navigation bar, there is a user profile icon, the ID "55550000", and a "log out" link. Below the navigation bar, the main heading reads "Test / Exam submission complete" followed by the message "Thank you for submitting your test / exam.". At the bottom of the page, there are three buttons: "Back to courses list", "Back to test listing" (which is highlighted in blue), and "Logout".

Since you have reviewed and confirmed a Class Test submission, it will now be available for selection by all the other students in that class trying to book that exam.

You will need to confirm details of another Class Test submissions (for future tests). You will be notified by email when those submissions are available.

Please contact the DRC Exam Coordinators at drc.exams@ubc.ca if you have any questions about entering your test/exam information.