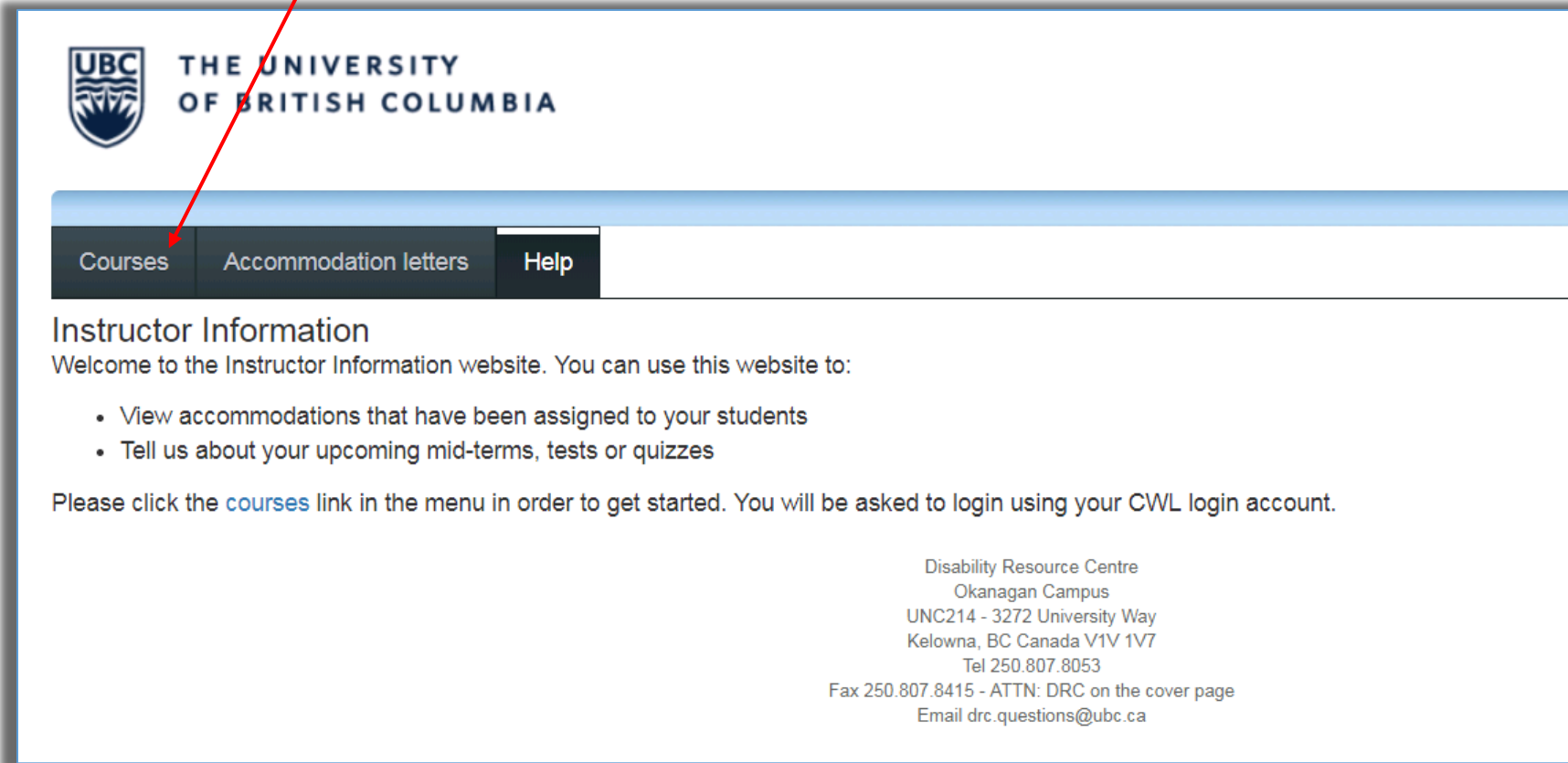


# Disability Resource Centre Accommodations Portal

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

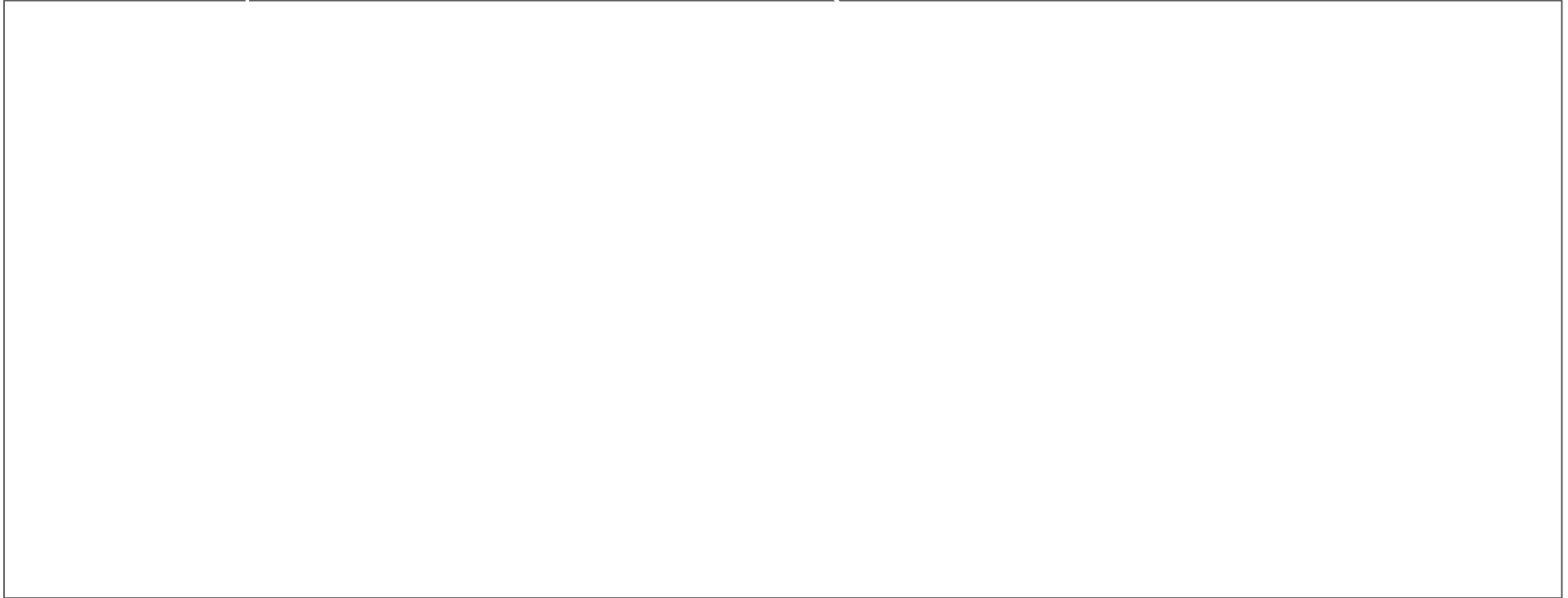
Welcome to the Instructor Information website. You can use this website to:

- 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](mailto:drc.questions@ubc.ca)

Step 2: Here you will see all the courses that you teach. Click on "Tests and Exams" see if a student has already submitted a Class Test listing for that 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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55550000 . log out

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:

Tests and exams:

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

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

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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55550000 . log out

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. **you must cancel this test booking, please contact us.**

Date of test:

Test start time:

Test end time:

Previous **Next** Cancel

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

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55550000 . log out

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.”

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55550000 . log out

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

3. Test Information for Elf Language Code sect. A (Term)

Previous **Next** Cancel

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

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55550000 . log out

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

4. Confirm exam details for Elf Language Code sect. A (Term)

Please review the information below and click the 'Submit changes' button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us.

Test details

Elf Language Code sect. A (Term)  
Thu August 30, 2018 . 10:30am - 11:30am

File upload

Note: 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:

**Browse ...**

Previously uploaded tests:  
No records to display.

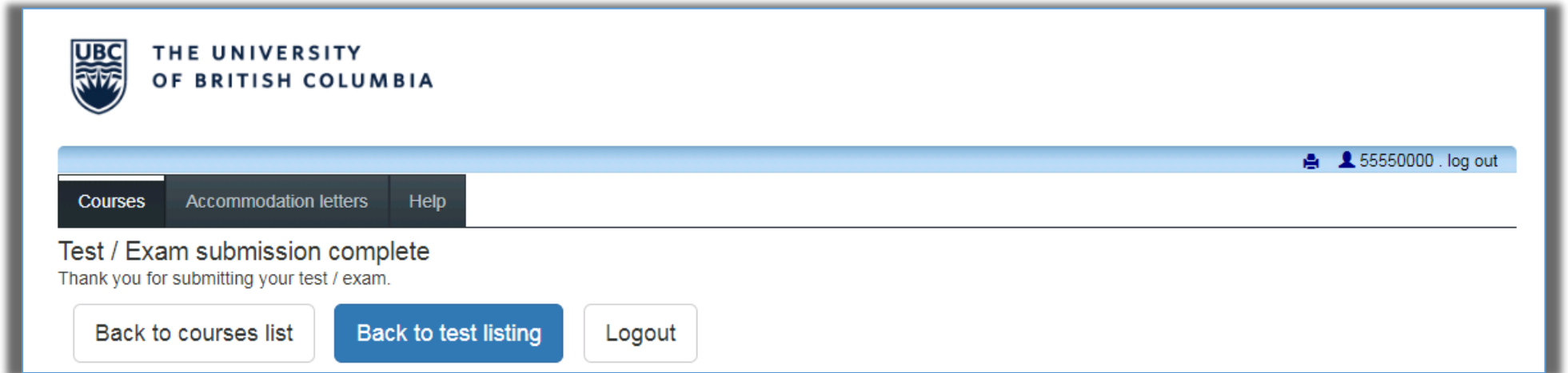
**Please note** that you must click the **Submit changes** button in order to confirm your test to us.

Please print a copy for your records.

Previous **Submit changes** Cancel

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 of the navigation bar, there is a user profile icon, the ID "55550000", and a "log out" link. The main content area displays the heading "Test / Exam submission complete" followed by the message "Thank you for submitting your test / exam." Below this message are three buttons: "Back to courses list", "Back to test listing" (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](mailto:drc.exams@ubc.ca) if you have any questions about entering your test/exam information.