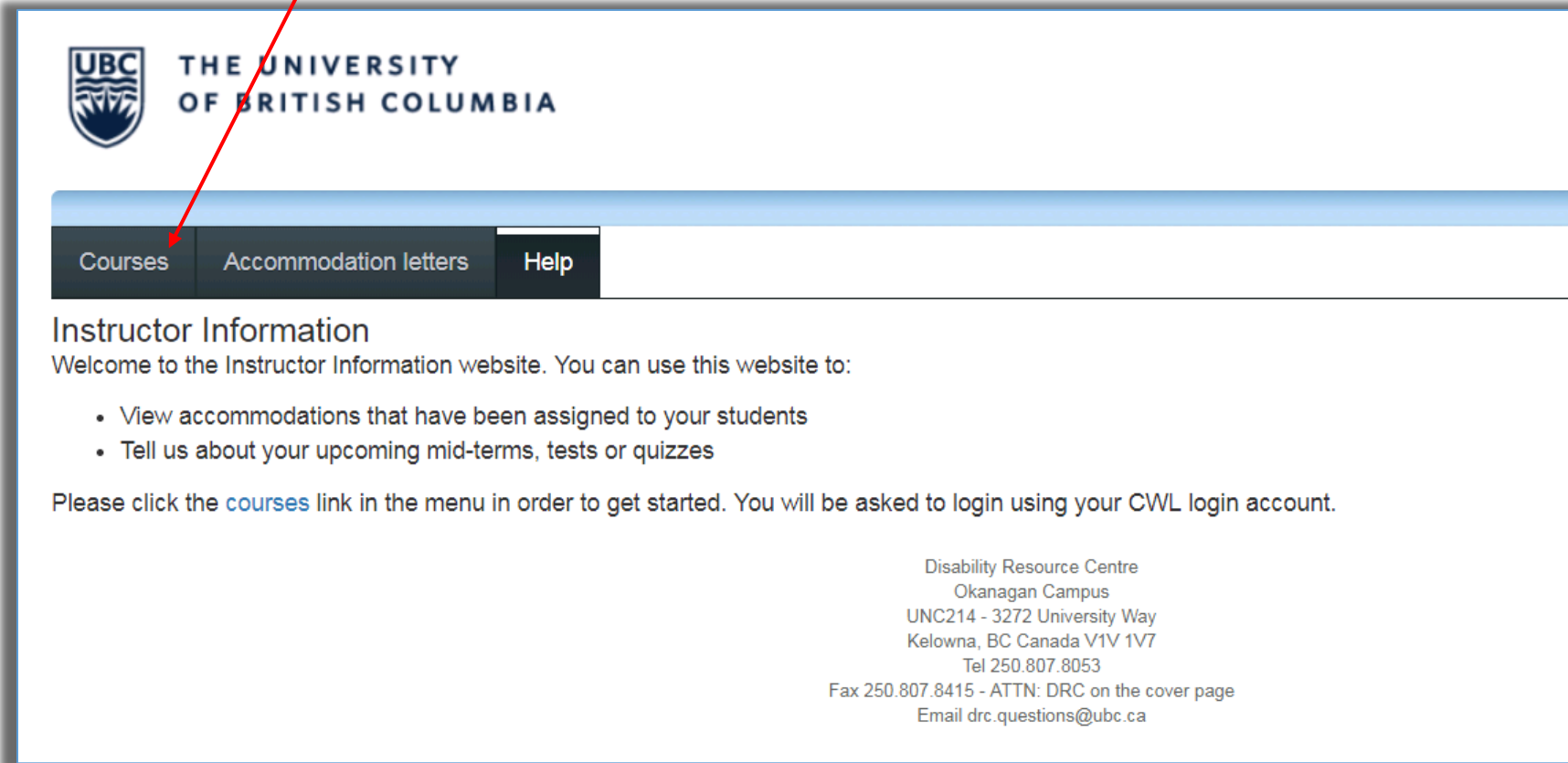


Disability Resource Centre Accommodations Portal

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

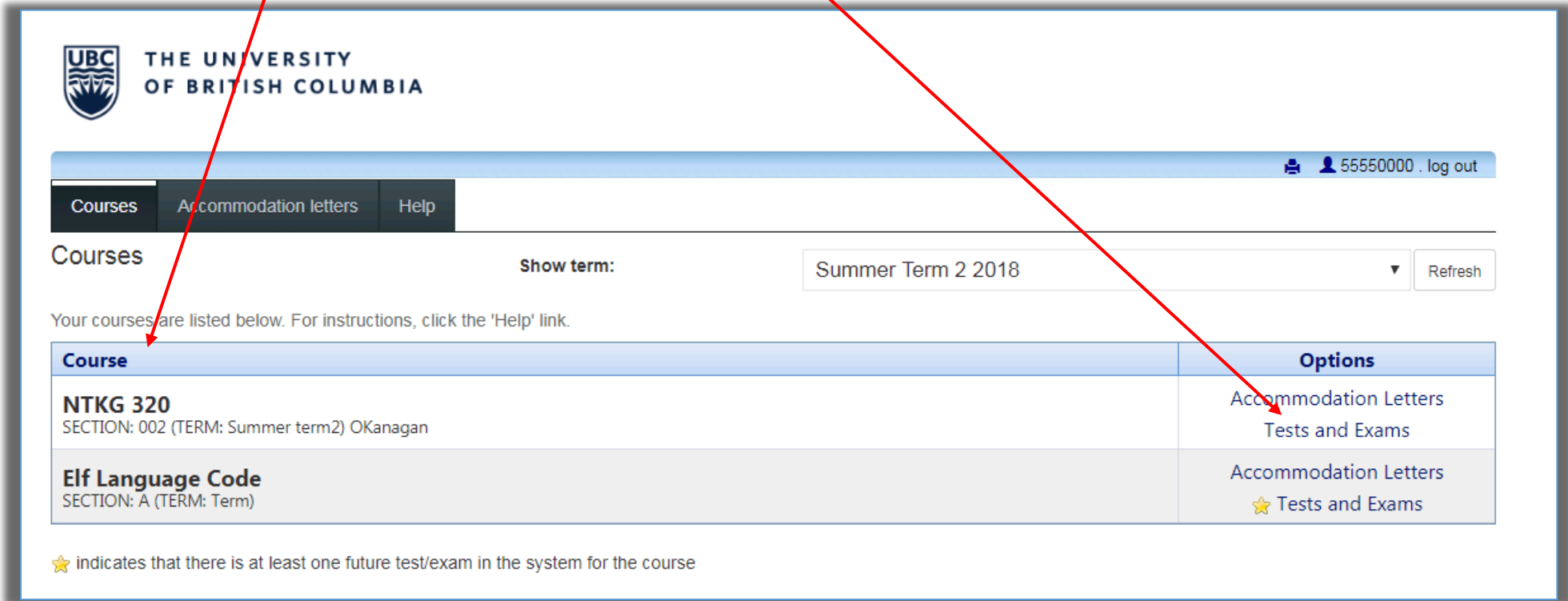
Welcome to the Instructor Information website. You can use this website to:

- 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. If your Class Test has not been inputted you may 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

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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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. **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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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.

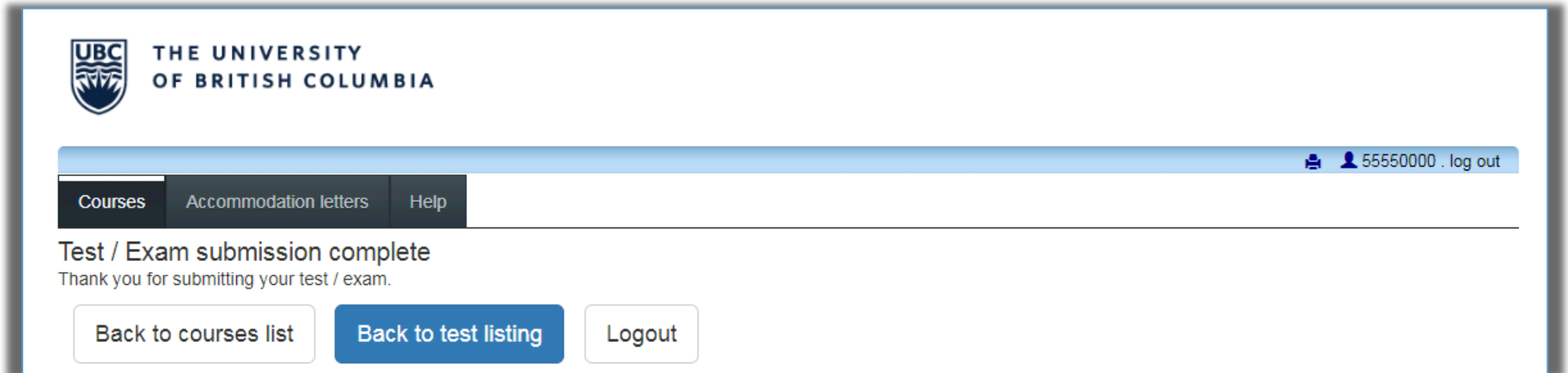
Please note that you must click the [Submit changes](#) button in order to confirm your test to us.

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 displays the UBC DRC system interface. 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". The top right shows a user profile icon, the ID "55550000", and a "log out" link. The main content area features the heading "Test / Exam submission complete" and the message "Thank you for submitting your test / exam." Below this 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 however you will be notified by email when those submissions are available.

Otherwise feel free to submit Class Tests, Quizzes, and Exams when it is convenient for you.