

# DRC On-Line Alternative Testing Request System

Beginning Summer 2008, all requests for alternative testing are submitted electronically through the “mycalpoly.edu” portal. <https://my.calpoly.edu/cas/login>

Please note the following IMPORTANT facts:

- Submit requests as soon as you know an exam is scheduled. Do not wait until the deadline. The minute you have a new syllabus in your hand, you should submit your requests for all those exams and quizzes listed.
- The minimum notice required is 7 full days notice (excluding holidays) to arrange accommodations. However, if you wait until the deadline there is a chance your instructor will not have time to review the request and it will automatically expire. Instructors must review and approve on-line requests two business (excluding weekends and holidays) days prior to the exam.
- In the past, students presented the request form to each instructor for signature, and then returned the form to the DRC. Now, once you submit the online request form the instructor will receive an email notifying him/her of the request. **Therefore, you can submit requests AS SOON AS you know there will be an exam; check your syllabus!**
- It is your responsibility to check the status of your request. Faculty can edit the request, so you need to review each request to verify the time, date, special circumstances, notes, etc. The request will be cancelled if instructors do not give approval by the deadline. You may need to remind your instructor to review your request.
- The on-line request system is the only method for submitting requests; there are **no paper forms**. Talk to your Access Specialist if your instructor hesitates to use the on-line system, or consistently schedules exams after the 7 day request window.

This is how to submit requests:

1. Open a browser and go to “mycalpoly.edu” portal <https://my.calpoly.edu/cas/login> . Students select the “Campus Necessities” tab and go to the “Disability Services” section.
2. Students can submit requests as soon as they learn an exam will be given. Requests can be submitted 24/7; however, all requests must be submitted with a MINIMUM of 7 full days notice (excluding holidays).
3. Because the on-line request system knows which accommodations have been approved, students need only check the items requested for each particular exam.
4. The on-line form defaults to (i) starting time of exam is the same as the starting time of the scheduled course; (ii) the amount of time the class has to take the test is assumed to be the same amount of time as the class is scheduled.
  - You can edit the starting time and the amount of time the class has to take the exam. The instructor also can edit the request. You need to check each request to verify the time, date, special circumstances, notes, etc.
5. Faculty will receive an email alerting them of the request.

6. Faculty also go to the “mycalpoly.edu” portal to review and approve the request. Requests will appear under the “Workflow Dashboard” section on the Main page. Faculty need to approve requests with at least 2 full business days (excluding weekends and holidays) notice or the request is automatically cancelled. This is why you will need to initiate your request far in advance. Don’t wait until the deadline, submit requests as soon as you know there will be an exam, and continue to check the status until approved.

This information is available on the DRC website, or contact Debie McArdle (756-5796 or [dmcardle@calpoly.edu](mailto:dmcardle@calpoly.edu)) with questions or problems.

**Step One: Log onto the “mycalpoly.edu” portal and click on the “Campus Necessities” tab:**

**Step Two: Under “Disability Services”, choose “Alternate Testing”. Select “Request Alternate Testing” (Note: if you’ve made other requests, those will appear under the “Request Alternate Testing” button)**

- Step 3: Make a request for accommodations for a course exam.**
- 3.a Choose the class
  - 3.b Review the accommodations
  - 3.c Enter the date of the exam
  - 3.d Submit the request

**Note:** Once you have selected the course, the system automatically populates the fields for allotted class time, start time and end time, and total time including the accommodation of additional time.

It is assumed the class has the entire scheduled class time to complete the exam and that you will take the exam at the same time as the class. If this is not true, you need to confirm with your instructor how much time the class has and when you will take the exam. Remember the instructor will review and approve your requests so it is important to include the agreed upon dates and times for the exam or you risk having the request denied.

**Step 4: Your instructor receives an email alerting him/her to your request.**

- 4.a Your instructor logs on to mycalpoly.edu to review the request
- 4.b Your instructor can approve, modify or deny your request.
- 4.c ***If your instructor does not respond to your request within 2 days of the exam date, the request will be automatically cancelled.***

**Step 5: Return to mycalpoly.edu (see Step 1) and check on the status of your request. Don’t hesitate to contact your instructor if the deadline is nearing and the request has not yet been approved.**

**Step 6: If you have any problems, check with the DRC Testing Coordinator, your DRC Access Specialist or your instructor (depending upon your problem).**

The most difficult adjustment will be that killer 7-days-in-advance! Everything else is a piece of cake.