

Uploading Exams to MyDRC and/or Adding Instructions

A Tutorial for Bellevue College Faculty from the Disability Resource Center

Introduction

Where do I upload an exam or add testing instructions online?

If one of your students has submitted an Exam Request that has been approved by the DRC, you will receive an e-mail similar to the following:

Professor ,

Your student's exam request with the DRC has been **approved**.
Please review the information below - if anything is inaccurate or unapproved please contact the DRC as soon as possible so that the necessary modifications may be made.

If you have not already done so, please submit your test to the DRC by 8am the day the test is scheduled to be taken - you may deliver it to the DRC Office in B-132, or the after hours drop [box just outside the office door](#), or use the link below to upload the test to us directly.
Note: If any of the "Accommodation Requested" listed below is for alternative formats, then we will need the test at least 48 hours prior to the scheduled test time in order to convert it to the alternate format.

Please remember when submitting your test to include any instructions that may differ from those you provided on the Testing Contract at the beginning of the quarter.

The term "test" refers to any test, quiz, exam, midterm, or final.

Status: **Approved**

Student: **Tutorial DRCStudent**

Class: **ENGL 451.F - Science Fiction in Popular Culture**

Exam Type: **Quiz**

Date: **Friday, September 23, 2016**

Time: **10:30 AM**

Accommodation Requested:

- 1 Instructor-Approved 5x7 Note Card, Double Sided for Tests
- Extended Time for Tests
- Private Testing
- Reduced Distraction Environment

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam: <https://cascade.accessiblelearning.com/s-BellevueCollege/ExamFile.aspx?ID=E86279189732873&Key=PSTbZgJh>

Email Reference Code: [169](#).

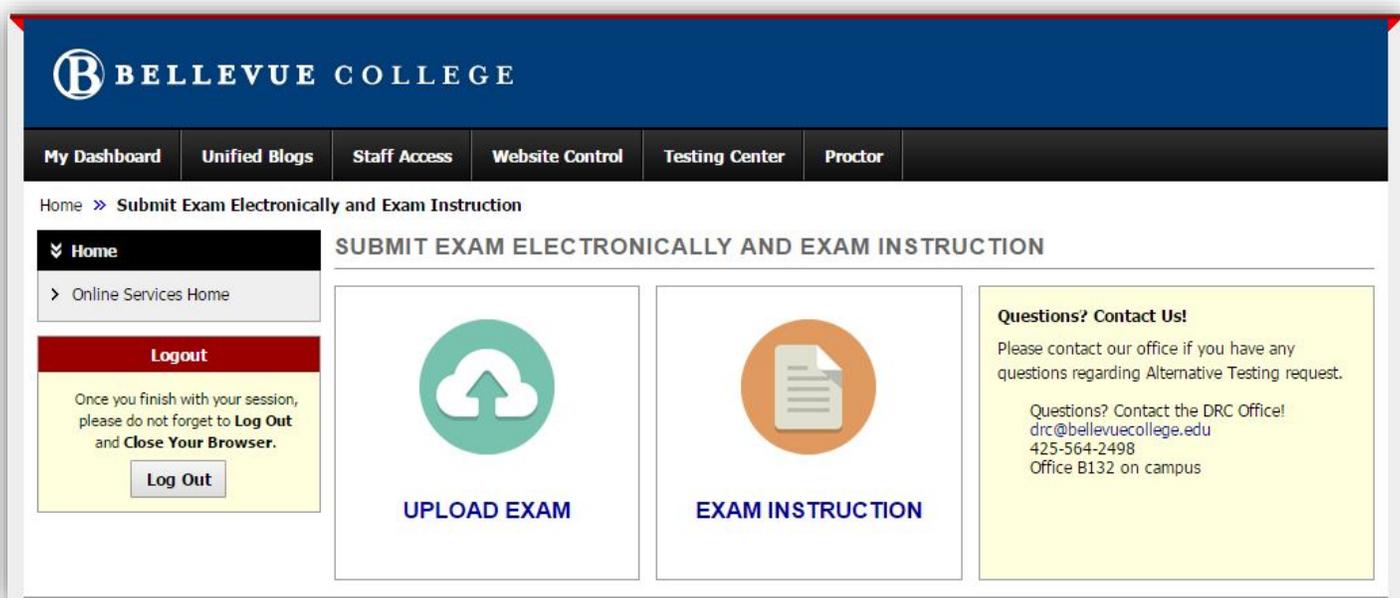
The e-mail will contain the status of the test (Pending or Approved), the name of the student who has requested the test, the class the test is for, the type of test, the date and time the test is scheduled to be taken with the DRC, and a list of the testing accommodations requested by the student.

If you have an electronic format of the exam that has been requested by the student and you would like to upload it directly to MyDRC, this e-mail will contain a link that will allow you to do so. This same link will also take you to a page where you can add supplemental or alternative instructions for this one test. Though you can do both items from the same page, it is not necessary to do both – MyDRC will let you do either of these options successfully!

The upload link can be found near the bottom of the e-mail:

If you have an exam in electronic format, please use the following link to upload your exam to our secure website. Only system administrators and staff members have access to the uploaded exams. Link to upload exam:
<https://cascade.accessiblelearning.com/s-BellevueCollege/ExamFile.aspx?ID=E86279189732873&Key=PSTbZgJh>

Submit Exam Electronically and Exam Instruction



The screenshot shows the Bellevue College website interface. At the top is the Bellevue College logo. Below it is a navigation bar with links: My Dashboard, Unified Blogs, Staff Access, Website Control, Testing Center, and Proctor. The main content area is titled "SUBMIT EXAM ELECTRONICALLY AND EXAM INSTRUCTION". On the left is a sidebar with a "Home" dropdown menu containing "Online Services Home", and a "Logout" section with a "Log Out" button. The main content area has two large buttons: "UPLOAD EXAM" with a green cloud icon and "EXAM INSTRUCTION" with an orange document icon. To the right of these buttons is a yellow box titled "Questions? Contact Us!" containing contact information for the DRC Office: drc@bellevuecollege.edu, 425-564-2498, and Office B132 on campus.

Once you've clicked on the link in the email you should be taken to a webpage that looks similar to the one above. You may also reach the generic Bellevue College Single Sign-On page with a picture of the Bellevue College fountain on 2/3 of the screen that asks for your BC Email and Password on the right-side. If you reach any other webpage, especially one that looks similar to the page above but asks for you to log-in, try closing all browser tabs and selecting the link again. If issues persist contact the DRC for troubleshooting assistance.

Once you've reached this page you'll be able to upload an exam, add instructions to an existing MyDRC Test Proctoring Form (either as additional or alternate instructions), or both!

- If you want instructions on how to upload an exam continue on with the next step.
- If you want instructions on how to add exam instructions, skip ahead to.....
- If you would like both you can start at either place! Completing one will automatically bring you back to this screen!

Submit Exam Electronically

How do I upload the exam file?

Clicking on the “Upload Exam” box pictured above will take you to the following page in the MyDRC system, where you will be able to upload the exam file.



UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **3 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Class: **TEST 100.B142 - TESTING APPOINTMENTS NOT ASSOCIATED WITH A CLASS (CRN: 1225X)**

Exam File Note (Optional):

Same Exams for Everyone: **No** ▼
Note: Select Yes, if you would like us to use same exam for all students that have scheduled exams for the same day.

Select File: **No file chosen**

Upload Instructions and File Information

Before you begin uploading your exam file, be sure to review the Upload Instructions provided at the top of the page. This list will provide you with guidelines on the correct file sizes and formats to use. Please take note of the maximum allowable file size – it has been increased to 3 MB but that is still a fairly small file size, especially for some files. The DRC recommends converting some files (such as PPT into PDF) in order to conserve size if they are going to be uploaded.



UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **3 MB** per upload.
- View: [Acceptable File Types](#).

Clicking on the link in the third bullet point will open a new tab in your browser that displays the following list of acceptable file types.

UPLOAD INSTRUCTION AND ACCEPTABLE FILE FORMATS



UPLOAD INSTRUCTION

Reminder: If you are scanning your document at **150 - 300 dpi** as resolution
The maximum allowable file size is **3 MB** per upload.

List of Acceptable File Formats:

- Rich Text File (RTF)
- Text File (TXT)
- Microsoft Word (DOC or DOCX)
- Microsoft Excel (XLS or XLSX)
- Microsoft PowerPoint (PPT or PPTX) **Not Recommended Due to Size**
- PDF Document (Scan with 300 DPI or less)
- Image (PNG, JPEG, or JPG)

Acceptable file formats for exams are: Rich Text File (RTF), Text File (TXT), Microsoft Word (DOC or DOCX), Microsoft Excel (XLS or XLSX), Microsoft PowerPoint (PPT or PPTX), PDF Document (scan with 300 DPI or less), or Image (PNG, JPEG, JPG).

NOTE: The DRC does not recommend attempting to upload PowerPoint files due to their size.

Once you have reviewed these instructions and the list of acceptable file formats, you may close the tab and return to the upload page.

File Information

The next section of the file upload page is the File Information box.

File Information

Class: **ENGL 451.F - SCIENCE FICTION IN POPULAR CULTURE (CRN: 19530)**

Exam File Note (Optional):

Same Exams for Everyone: **No** ▼
Note: Select Yes, if you would like us to use same exam for all students that have scheduled exams for the same day.

Select File: **No file chosen**

Class: The class the exam is for will be listed at the top of the File Information box.

Exam File Note (Optional): Please use this box to give the file a descriptive name. This is what will appear when the DRC accesses the “List of Uploaded Exams” and so an accurate name will be helpful

when the DRC needs to locate exams. Below is an example of an uploaded exam with the “Exam File Note” box left blank:

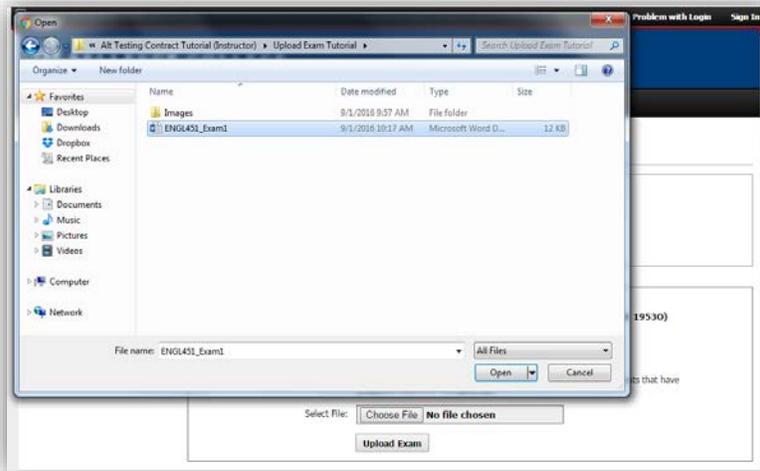
LIST OF UPLOADED EXAMS

Important Note: Before deleting any exam file, please verify the content by downloading the exam.

Exam File Note	Date Uploaded	Size	Downloaded	View	Delete
Not Specified	09/07/2016 at 10:46:53 AM	11 KB	1	View	Delete

Same Exams for Everyone: If multiple students from this class will be taking the test at the DRC and you would like to use the same exam file for all of them, select “Yes” from the drop-down menu. This will automatically “upload” duplicate copies of the exam to their appointments as well meaning that you only need to do one upload for multiple students! NOTE: This only applies for the same section of a course (e.g. NUTR 100.A) so multiple sections will require multiple uploads OR a note to the DRC to use the same exam.

Select File: Click on the “Choose File” button to open the file explorer and browse through your files.



Once you have selected the correct exam file, press the Enter/Return key on your keyboard or click on the “Open” button in the file explorer, and the file will be uploaded to the page. The name of the file will now be listed in the text box next to “Select File.”



Finishing Up

Take a moment to look over the page and verify that you have selected the correct exam file, and that all the information you have entered is accurate. Then, click on the button labeled “Upload Exam” located at the bottom of the File Information box to submit it to the DRC.



Once you click the button, your browser will reload the page. A message confirming that your file was successfully uploaded will display in a box near the top of the page.



EXAM UPLOAD WAS SUCCESSFUL

Thank you for uploading your exam electronically. The file was uploaded successfully to the exam and you will receive an email confirmation.

You will also receive an e-mail from the DRC confirming that your exam has been received. That e-mail will look similar to the following:

Class: ENGL 451.F

Student: Tutorial DRCStudent

Exam Date: 09/23/2016

Exam Time: 10:30 AM

File Title/Note: Not Specified

File Name: ENGL451_Exam1.docx

File Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document

File Size: 11 KB

Disability Resource Center
[3000 Landerholm Circle SE, B132](#)
[Bellevue College, WA 98007-6484](#)
Phone: 425-564-2498
TTY: 425-564-4110
Fax: 425-564-4138
Skype for ASL: DRCatBC
Email: drc@bellevuecollege.edu

If you need to upload more files please repeat the upload process for each of those files. You can upload five (5) files per upload link, one at a time. Once you have completed uploading files, if you have no testing instructions to add click “Sign Out” in the upper right hand corner. Otherwise click the “Back to Previous Page” button:



UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- The maximum allowable file size is **3 MB** per upload.
- View: **Acceptable File Types**.

File Information

Class: **TEST 100.B142 - TESTING APPOINTMENTS NOT ASSOCIATED WITH A CLASS (CRN: 1225X)**

Exam File Note (Optional):

Same Exams for Everyone: **No** ▼
Note: Select Yes, if you would like us to use same exam for all students that have scheduled exams for the same day.

Select File: **No file chosen**

to be returned to the "Submit Exam Electronically and Exam Instruction Screen" and then click on the "Exam Instruction" Box (see above).

Exam Instruction

Below is an image of the exam instruction page. If you reach a page that looks significantly different than this hit the back button and try clicking the "Exam Instruction" box again. If issues persist, contact the DRC for assistance.

If you reach a similar but not identical page, it's possible we've updated the database but not the tutorial.

The introduction box at the top reads:

Instructor,

Please answer the few questions below to verify there are no additional instructions for this test. When complete, please upload your test.

Thank You!

Instructor,
Please answer the few questions below to verify there are no additional instructions for this test. When complete, please upload your test:
Thank you!

Additional Exam Instructions

1. **Does the time given to class to complete this test (included in the email appointment reminder) need to be adjusted?**

No, it is accurate

Yes, it should be: (Specify Below)

Additional Note or Comment

2. **Are students allowed any additional testing materials (formula sheet, note card(s), etc.) not already listed on the MyDRC Test Proctoring Form?**

No, everything is included on the Test Proctoring Form

Yes, for this test ONLY they should also be allowed to use: (Specify Below)

Additional Note or Comment

3. **Are there any other additional instructions, or changes to instructions given on the MyDRC Proctoring Form, that the student(s) should be aware of when taking this test?**

Submit Exam InstructionBack to Previous Page

Additional Exam Instructions

Currently there are three additional exam instruction questions; please complete all three even if only one or two apply.

1. **Does the time given to class to complete this test (included in the email appointment reminder) need to be adjusted?**

If the test time in either the Testing Appointment Approval email or the Appointment Reminder email is accurate, then click the box next to “No, it is accurate” and move on to question #2.

If you would like to adjust the time, click the box next to “Yes, it should be: (Specify Below)” and specify the amount of time the CLASS will receive in the text box.

If you select “Yes”, you must enter something into the text box in order for the form to be accepted.

2. **Are students allowed any additional testing materials (formula sheet, note card(s), etc.) not already listed on the MyDRC Test Proctoring Form?**

If no changes to allowed materials is to be made, select “No, everything is included on the Test Proctoring Form”

If you would like to allow them to use something for this test and only this one test, then select “Yes, for this test ONLY they should also be allowed to use: (Specify Below)”

If you select “Yes”, you must enter something into the text box in order for the form to be accepted.

NOTE: If you would like to PERMANENTLY change the allowed testing materials on the MyDRC Test Proctoring Form, please contact the DRC.

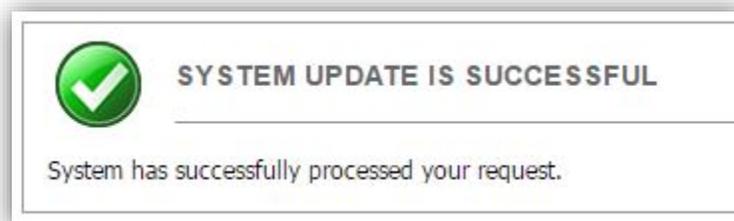
NOTE 2: This can also be used to DISALLOW additional testing materials (e.g. NO calculators for this test)

3. **Are there any other additional instructions, or changes to instructions given on the MyDRC Test Proctoring Form, that the student(s) should be aware of when taking this test?**

Please include any additional or changes to instructions or clarifications in this space.

You must enter something into the text box in order for the form to be accepted.

Once you have completed filling out the Addition Exam Instructions Form, click the “Submit Exam Instruction” button to add these instructions to the student’s testing appointment and return to the previous screen. This time you should see the green “Success” banner at the top:



Please Note: Make sure that your instructions are accurate before hitting the submit button – this can only be performed once per link (so once per student test). Once you hit submit changes cannot be undone; returning to the Exam Instruction screen only allows you to view changes made, not change them again.

Also Note: Unlike the Exam Upload which can be applied to all students, these instructions will be applied **ONLY** to the one student whose appointment notification or reminder link you used to access the exam upload/instruction page.

Replacement Exam

What if I need replace an exam I have already uploaded with a different one?

If you have already uploaded an exam to the system, but need to replace it with a different one, please follow the previous steps for uploading an exam. Then contact the DRC directly to let us know which copy of the exam to use and which to ignore.

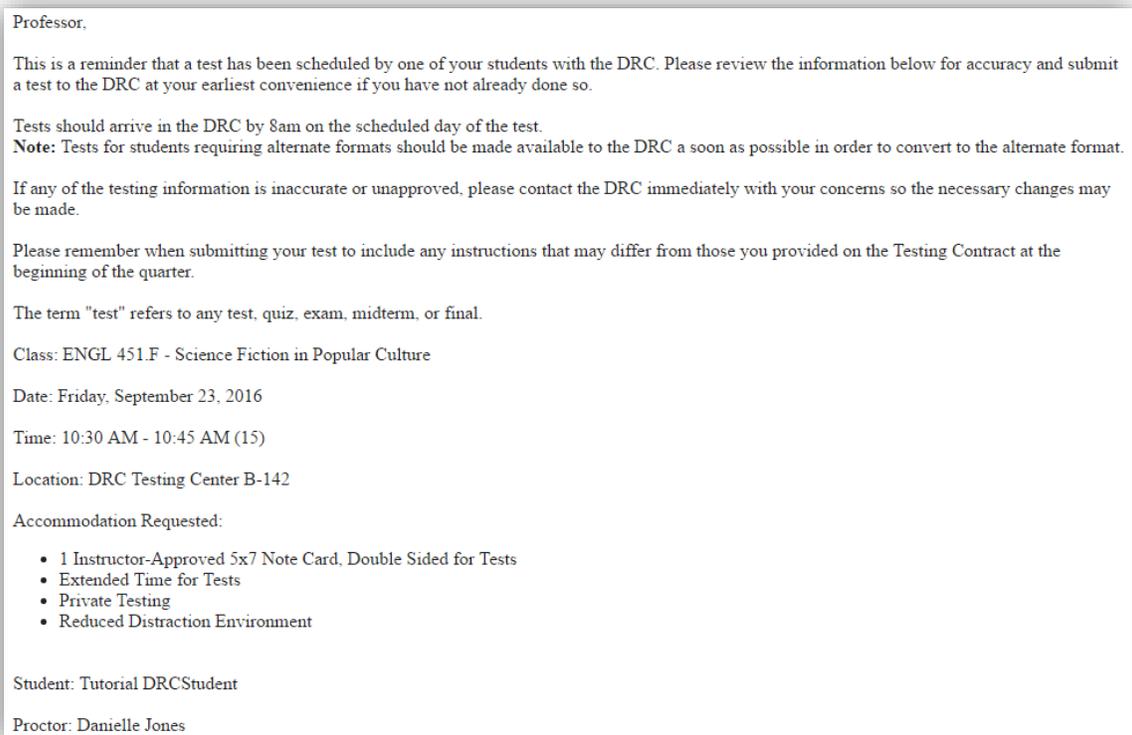
You can also leave comments, when uploading an exam, in the “Exam File Note” text box that make it clear which test we are to use and which we are to ignore.

Testing Request Reminder E-mail

What should I do if I receive a Testing Request Reminder?

The DRC may send out an email reminding you to deliver a test before the student is scheduled to complete the exam. This email may will probably be sent out with the best of intentions, but may end up being sent out erroneously. If you receive a reminder to deliver a test to the DRC that you have already delivered, you may want to check in with us just to make sure that we have received it – usually it just hasn’t made it to our proctor yet.

However, a reminder email can be very helpful to some instructors. Especially when testing appointments may be made several weeks in advance. That reminder email will look similar to the following:



Professor,

This is a reminder that a test has been scheduled by one of your students with the DRC. Please review the information below for accuracy and submit a test to the DRC at your earliest convenience if you have not already done so.

Tests should arrive in the DRC by 8am on the scheduled day of the test.
Note: Tests for students requiring alternate formats should be made available to the DRC as soon as possible in order to convert to the alternate format.

If any of the testing information is inaccurate or unapproved, please contact the DRC immediately with your concerns so the necessary changes may be made.

Please remember when submitting your test to include any instructions that may differ from those you provided on the Testing Contract at the beginning of the quarter.

The term "test" refers to any test, quiz, exam, midterm, or final.

Class: ENGL 451.F - Science Fiction in Popular Culture

Date: Friday, September 23, 2016

Time: 10:30 AM - 10:45 AM (15)

Location: DRC Testing Center B-142

Accommodation Requested:

- 1 Instructor-Approved 5x7 Note Card, Double Sided for Tests
- Extended Time for Tests
- Private Testing
- Reduced Distraction Environment

Student: Tutorial DRCStudent

Proctor: Danielle Jones

The first part of the e-mail will remind the instructor of which exam the DRC is requesting, when and where the student is scheduled to take it, and what testing accommodations the student has. If any of this information appears to be wrong, please contact the DRC so that we can get on the same page.

The reminder email will also include a copy of the MyDRC Test Proctoring Form along with the answers that you provided:

Additional Instruction(s) from alternative testing contract:

- **How will exams get to the DRC?**
Upload Link provided in Test Request/Reminder
- **In the event the student cannot begin the test at the same time as the class, what concerns do you have for the DRC to address?**
When possible, please ensure student either starts before the class ends or is still testing when class begins.
- **What materials are allowed for your exams? If you have different rules for each test, check other and specify below.**
 1. Scientific Calculator
Additional Note or Comment
Ruler and Graph paper also okay
- **What would you like the student to do if clarification is needed during the exam, so that equitable grading can be ensured?**
Have proctor email the instructor at this address.
Additional Note or Comment
ray.bradbury@bellevuecollege.edu
- **Test must be completed no later than...**
No Deadline
Additional Note or Comment
I may specify deadlines per test
- **How would you like to receive completed tests back from the DRC? NOTE: If selecting Scan & Email please also choose how to receive the physical test.**
 1. Pick up at DRC
 2. Scan & EmailAdditional Note or Comment
ray.bradbury@bellevuecollege.edu
- **Other instructions or information that is important for your student or the DRC to know regarding your tests?**
Wrong answers still get some points, blank answers do not.

Important Note: It appears that there is at least one exam uploaded previously to the system. If you have additional exams that you would like to upload, please use the following link:
<https://cascade.accessiblelearning.com/s-BellevueCollege/ExamFile.aspx?ID=E86279189732873&Key=PSTbZgJh>

(For more information on the Proctoring Form, please see the tutorial titled “How to Fill Out the MyDRC Test Proctoring Form” available in the [MyDRC User Guide](#).)

Previously Uploaded Exams

If you have previously uploaded any exams to MyDRC for this specific exam, this will be noted near the bottom of the reminder e-mail:

Important Note: It appears that there is at least one exam uploaded previously to the system. If you have additional exams that you would like to upload, please use the following link:
<https://cascade.accessiblelearning.com/s-BellevueCollege/ExamFile.aspx?ID=E86279189732873&Key=PSTbZgJh>

This note will also include an additional link to upload exams to MyDRC.

If you need to double-check which exams you have already uploaded, please review any exam upload confirmation e-mails you have received from the DRC, or contact the DRC directly and we can look up a list of files you have already uploaded for you.

Exceptions or Alterations to the MyDRC Test Proctoring Form

Exceptions

If you provide the DRC with a test that has parameters that differ from the MyDRC Test Proctoring Form you completed at the beginning of the quarter, the DRC advises:

- Complete the “Exam Instruction” segment of the Exam Upload as outlined above; or
- Include a supplemental instruction sheet in your test as part of the Exam upload; or
- Contact the DRC directly to inform us how the test instructions differ from those on file

Alterations

If, at any time during the quarter, adjustments need to be made to your MyDRC Test Proctoring Form, please contact the DRC and inform us of the changes. We will be able to update your instructions – for all students using that proctor form – in just a couple of minutes.

If you would like to fill out a new proctoring form, again contact us so that we can delete the existing one and send you a new link! We can be reached in the following ways:

Disability Resource Center

3000 Landerholm Circle SE, B132

Bellevue College, WA 98007-6484

Phone: 425-564-2498

TTY: 425-564-4110

Fax: 425-564-4138

Skype for ASL: DRCatBC

Email: drc@bellevuecollege.edu