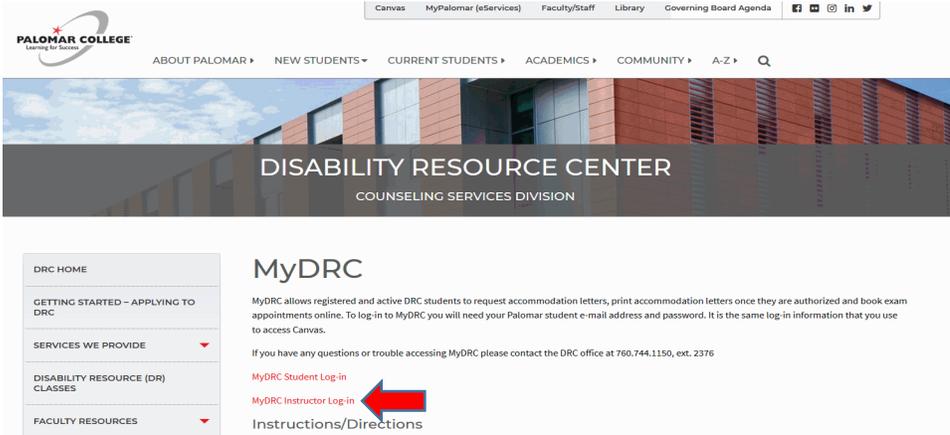


Submitting an Exam to the DRC Testing Center

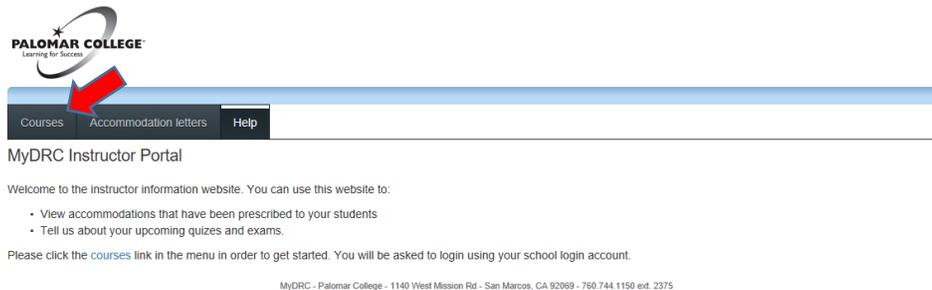
1. Click on “MYDRC” on the DRC Website. (www.palomar.edu/drc/mydrc)



2. Click on “MyDRC Instructor Log-in”

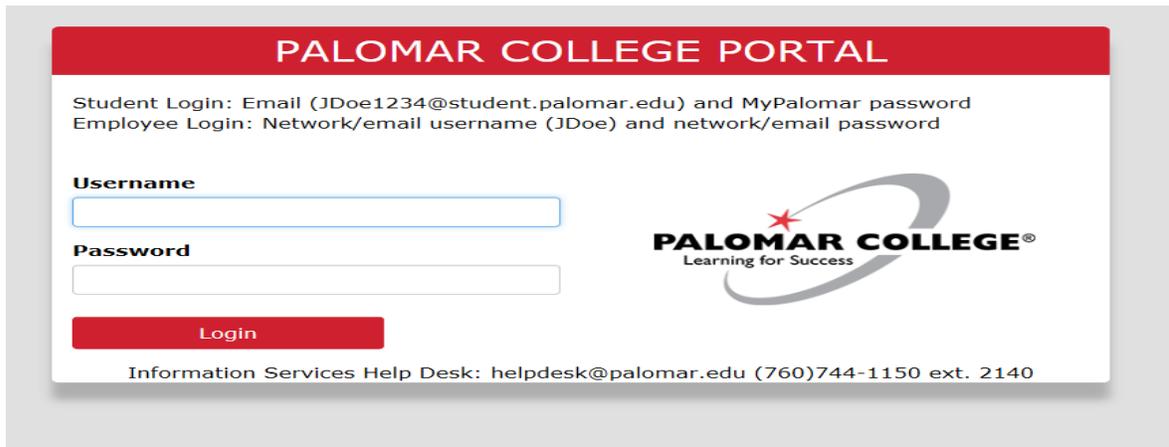


3. Click on “Courses”



Submitting an Exam to the DRC Testing Center

- Log-in using your network username (JDoe) and network/email password.



PALOMAR COLLEGE PORTAL

Student Login: Email (JDoe1234@student.palomar.edu) and MyPalomar password
Employee Login: Network/email username (JDoe) and network/email password

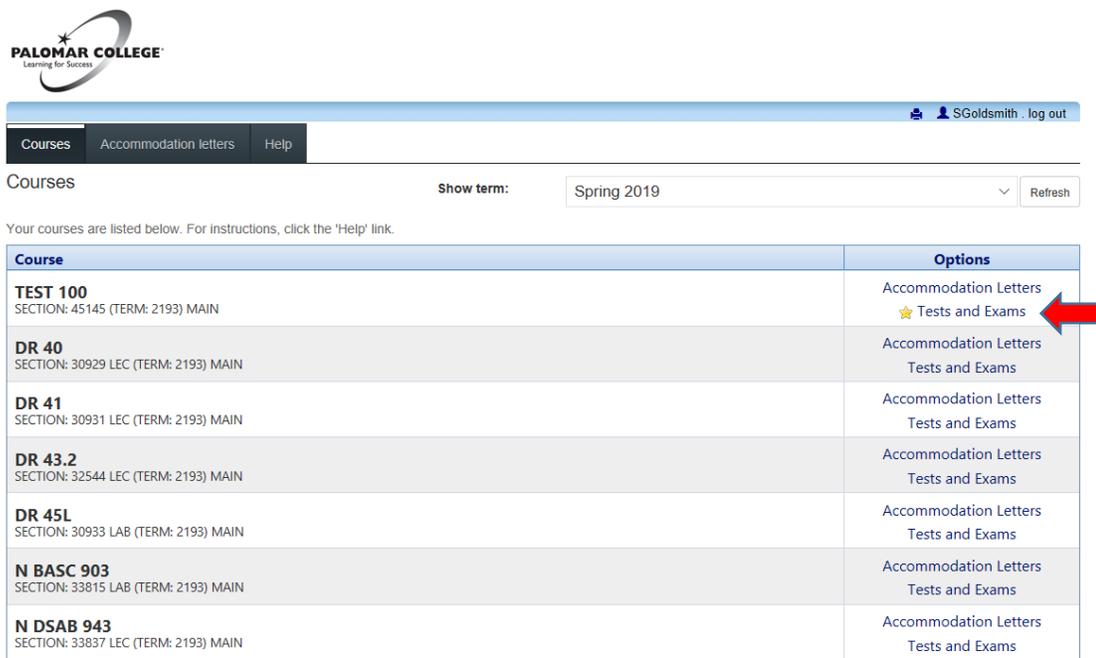
Username

Password

Login

Information Services Help Desk: helpdesk@palomar.edu (760)744-1150 ext. 2140

- Any class that has a future test/exam booked by a student will have a star next to the “Tests and Exams” for that class. Click on “Tests and Exams” in the row of the class for which you want to submit an exam.



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Courses Accommodation letters Help

Courses Show term: Spring 2019 Refresh

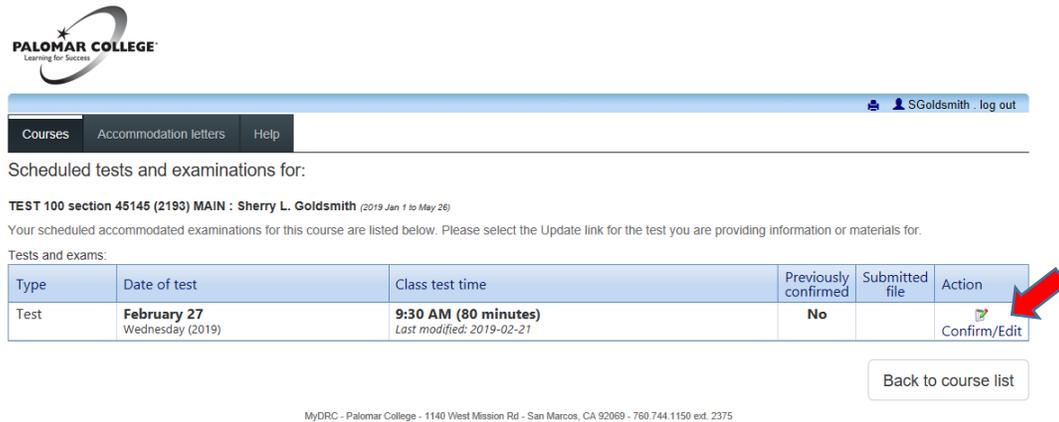
Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
TEST 100 SECTION: 45145 (TERM: 2193) MAIN	Accommodation Letters ★ Tests and Exams
DR 40 SECTION: 30929 LEC (TERM: 2193) MAIN	Accommodation Letters Tests and Exams
DR 41 SECTION: 30931 LEC (TERM: 2193) MAIN	Accommodation Letters Tests and Exams
DR 43.2 SECTION: 32544 LEC (TERM: 2193) MAIN	Accommodation Letters Tests and Exams
DR 45L SECTION: 30933 LAB (TERM: 2193) MAIN	Accommodation Letters Tests and Exams
N BASC 903 SECTION: 33815 LAB (TERM: 2193) MAIN	Accommodation Letters Tests and Exams
N DSAB 943 SECTION: 33837 LEC (TERM: 2193) MAIN	Accommodation Letters Tests and Exams

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

Submitting an Exam to the DRC Testing Center

- Click the "Confirm/Edit" link under Action to confirm the date/time and submit the exam.



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Courses Accommodation letters Help

Scheduled tests and examinations for:

TEST 100 section 45145 (2193) MAIN : Sherry L. Goldsmith (2019 Jan 1 to May 26)
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.

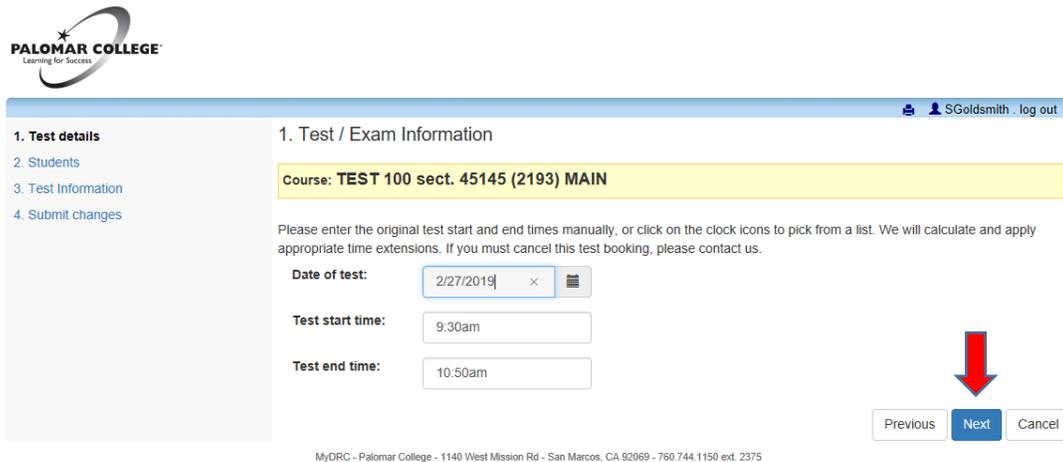
Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	February 27 Wednesday (2019)	9:30 AM (80 minutes) Last modified: 2019-02-21	No		 Confirm/Edit

Back to course list

MyDRC - Palomar College - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375

- Confirm the date and time frame for the test/exam and correct if needed. Click "Next".



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

1. Test / Exam Information

Course: **TEST 100 sect. 45145 (2193) MAIN**

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: 2/27/2019

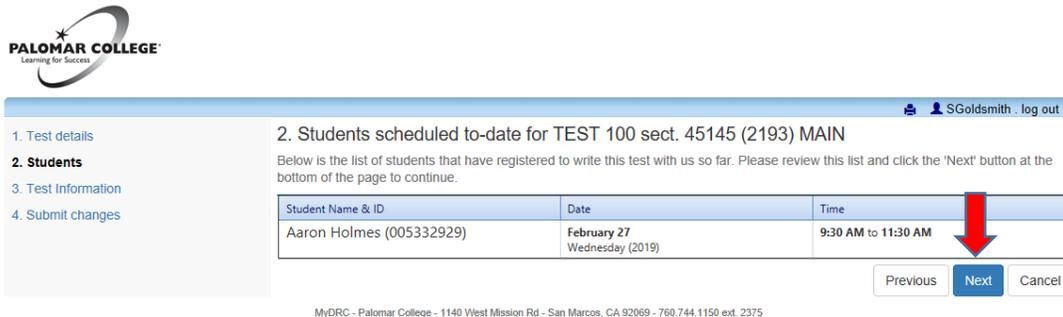
Test start time: 9:30am

Test end time: 10:50am

Previous **Next** Cancel

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- A list of all students registered with the DRC who have requested to take this exam is displayed. Click "Next."



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

2. Students scheduled to-date for TEST 100 sect. 45145 (2193) MAIN

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
Aaron Holmes (005332929)	February 27 Wednesday (2019)	9:30 AM to 11:30 AM

Previous **Next** Cancel

MyDRC - Palomar College - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375

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9. Select "Where to return completed exam?" from the drop down list. Select if a calculator is allowed from the "Calculator Allowed?" drop down list. If a calculator is allowed, fill in the "If yes, what kind?" field. If there are any other directions please provide them in the "Other Instructions" section. Click "Next."

The more detailed the instructions the more effective we can be at proctoring the exam. (i.e. 3x5 notecard one side only. Blue or black in only.)

10. To upload the exam file click "Browse" and select the file. If you have more than one file please send the additional files to drcproctor@palomar.edu. Once you have selected the file click "Submit Changes" to send the exam w/ the directions provided.