

## REQUESTING EXAM APPOINTMENTS

- Students seeking to utilize their exam accommodations must have a **current** Authorized Academic Accommodation letter.
- Exams taken with the DRC are administered by **appointment only**.
- **Five (5) business days** before the quiz/exam, students are required to request an appointment in person, by phone, or online through [MyDRC](#). **Two weeks' notice is needed for final exams.**
- Testing day and time should coincide with the same time that the class takes the quiz/exam unless prior arrangements have been made with the instructor. **Testing appointments made after the five-day deadline may not be supported or occur on the requested date and time. Likewise, testing appointments made for finals exams after the two-week deadline may not be supported or occur on the requested date and time.**
- Exams will be confirmed and booked after reviewed by the Testing Center Coordinator.

# HOW TO REQUEST AN EXAM APPOINTMENT

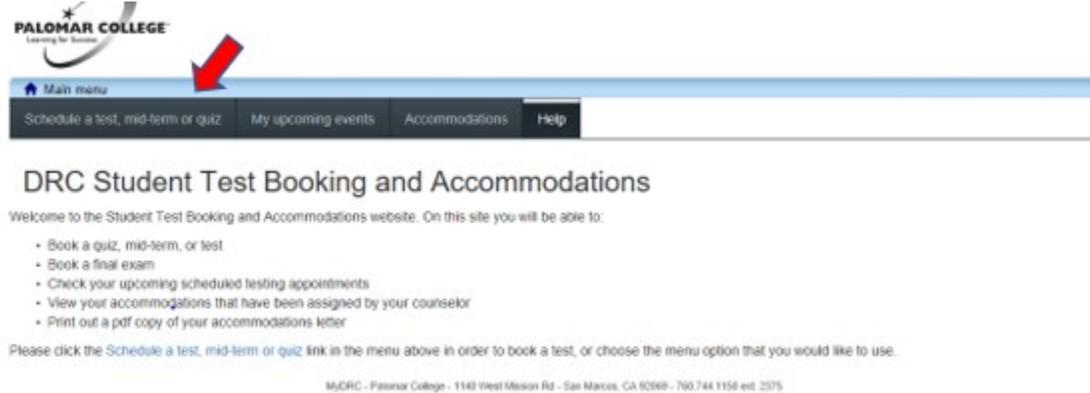
## 1. Click on “MyDRC Student Log-in”

The screenshot shows the Palomar College MyDRC website. At the top left is the Palomar College logo with the tagline "Learning for Success". To the right is a navigation menu with links for ACADEMICS, ADMISSIONS, FINANCIAL AID, STUDENT SUPPORT, STUDENT LIFE, WHY CHOOSE PALOMAR?, and LANGUAGE. Below the navigation menu is a search bar and an "APPLY" button. The main content area contains text about accommodations and instructions for logging in. A red arrow points to the "For Students" section, which includes buttons for "MyDRC Student Log-in", "Alternate Media Log-in", "How to Request Alternate Media", "How to Request Accommodation Letters", and "DRC Remote Proctoring Student Guidelines". The "For Instructors" section includes buttons for "MyDRC Instructor Log-in", "DRC Remote Proctoring Instructor Guidelines", "How to extend time on a Canvas quiz/exam", and "Canvas community resource on moderating quizzes once published". At the bottom right, there is a chatbot icon and a button labeled "Ask Comet!".

## 2. Click on “Schedule a Test or Exam” icon

The screenshot shows the Palomar College MyDRC website. At the top left is the Palomar College logo with the tagline "Learning for Success". Below the logo is a "Main menu" button. The main content area says "Welcome to the MyDRC" and "Please select an option from the menu below:". There are four icons with labels: "Accommodation Letters", "Schedule a Test or Exam" (with a red arrow pointing to it), "My Calendar", and "Alternate Textbooks". At the bottom, there is a footer with the text "MyDRC - Palomar College - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375".

3. Click on "Schedule a test, mid-term or quiz" tab



The screenshot shows the Palomar College website header. The Palomar College logo is in the top left. Below it is a navigation menu with the following items: "Main menu", "Schedule a test, mid-term or quiz", "My upcoming events", "Accommodations", and "Help". A red arrow points to the "Schedule a test, mid-term or quiz" tab. Below the menu is the heading "DRC Student Test Booking and Accommodations".

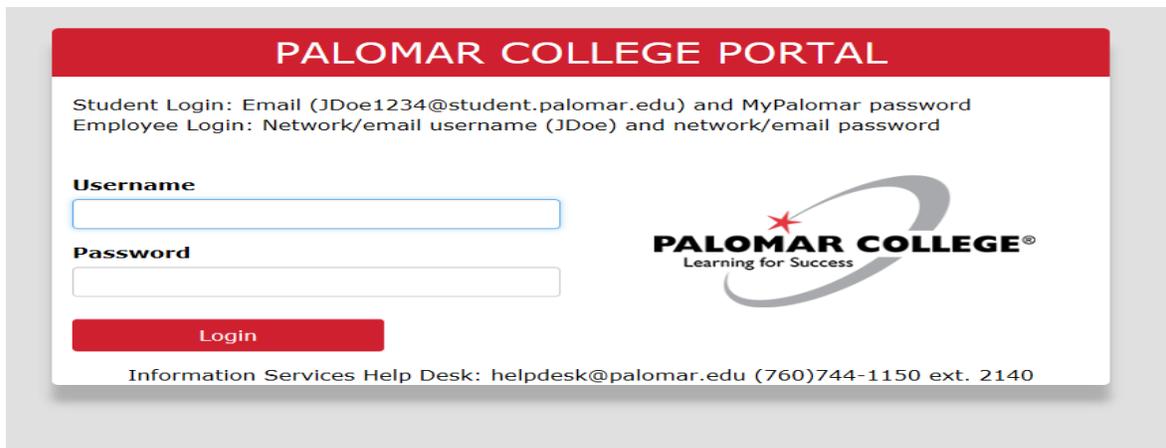
Welcome to the Student Test Booking and Accommodations website. On this site you will be able to:

- Book a quiz, mid-term, or test
- Book a final exam
- Check your upcoming scheduled testing appointments
- View your accommodations that have been assigned by your counselor
- Print out a pdf copy of your accommodations letter

Please click the Schedule a test, mid-term or quiz link in the menu above in order to book a test, or choose the menu option that you would like to use.

MyDRC - Palomar College - 1143 West Mission Rd - San Marcos, CA 92069 - 760 744 1150 ext. 2575

4. Log-in using your student e-mail address and MyPalomar password.



The screenshot shows the Palomar College Portal login page. The header is a red bar with the text "PALOMAR COLLEGE PORTAL". Below the header, there is a login form with the following fields and text:

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

The Palomar College logo is on the right side of the page.

5. After reading the directions, click on “Next”.

The screenshot shows the Palomar College logo at the top left. Below it is a navigation menu with a 'Main menu' link and a 'Welcome' section containing a list of steps: 1. Select course, 2. Class test date and time, 3. Additional Requirements, 4. Choose accommodations, 5. Select your test time, and 6. Confirm and complete. The main content area is titled 'Online Test Booking' and contains the following text: 'Welcome to the Online Test Booking wizard. This wizard will guide you through the process of booking your test with the DRC. You may stop this process at any time by clicking the "Cancel" button at the bottom of each page. Please be aware that your instructor will receive an email notification with the details of your test booking for approval. If your request is not approved by your professor you will be notified via e-mail. You will need to have the following information in order to successfully book your testing appointment. • Course name • Date, start time, duration of test given in class (do not include accommodation time) • Accommodations requested \*Please note: you must book your testing appointment a minimum of five (5) days in advance. If you are requesting a testing appointment less than five (5) days in advance contact the DRC Testing Center at 760.744.1150 ext. 3929. Click the "Next" button below to get started.' At the bottom right, there are 'Next' and 'Cancel' buttons, with a red arrow pointing to the 'Next' button. The footer contains the text: 'MyDRC - Palomar College - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375'.

6. Choose the course you need to take the exam for using the drop-down list below “Course:”. After selecting the course, click “Next”.

The screenshot shows the Palomar College logo at the top left. Below it is a navigation menu with a 'Main menu' link and a 'Welcome' section containing a list of steps: 1. Select course, 2. Class test date and time, 3. Additional Requirements, 4. Choose accommodations, 5. Select your test time, and 6. Confirm and complete. The main content area is titled '1. Select course' and contains the following text: 'Please select the course you would like to schedule a test for from the list below. Course Info Course:'. Below the 'Course:' label is a drop-down menu. At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons, with a red arrow pointing to the 'Next' button. The footer contains the text: 'MyDRC - Palomar College - 1140 West Mission Rd - San Marcos, CA 92069 - 760.744.1150 ext. 2375'.

- Fill in the date of the exam in the "Date of class test:" field. Fill in the time of the exam in the "Time of class test:" field. Fill in the time the class gets to take the exam below the "Class test duration:". If you are unsure how long the class gets to take the exam, put in the regular length of your class. After completing all of the above fields, click "Next".



**2. Class test date and time**  
Please specify when the test is taking place. Enter class test duration in minutes.  
\* Note: If you are unable to select the day you wish to schedule please contact the DRC Testing Center at 760.744.1150 ext. 3939

Specify a date and time

Date of class test:   ←

Time of class test:  ←

Class test duration:  (hours)  (minutes) ↑ ↑

↓

Previous **Next** Cancel

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