

Scheduling Tests at the DRC

for Taylorsville Redwood and South City Campuses

Please note: Students with “Testing at Testing Services” accommodations should contact the corresponding testing center for their class type. Example: [Online Classes](#) = Instructional Testing Center, [Classroom Tests](#) = Student Testing Services, [Health Sciences](#) = Health Science Assessment Center. Visit www.slcc.edu for a list of testing locations and contact information.

1. Go to www.slcc.edu and log into “My SLCC”
2. Click “Academics & Records” at the top
3. Click “Accommodate Login” under the Disability Resource section

Once logged in:

4. Select the “Testing Room” tab at the top of the page

Testing Room

This will take you to the Alternative Testing Rooms page which will allow you to schedule or reschedule testing appointments and show you all of your upcoming pending and approved test requests!

5. Select “New Booking Request” at the bottom of the page

New Booking Request

6. Use the drop-down box to select the course you want to schedule a test for and click “Check Availability”

Course

Check Availability

7. Select the test date under “Date Range”

You must schedule to take your exam on the same day your class is taking the test unless pre-authorized by your instructor.

Date Range
2016-04-25 to 2016-04-30

8. Specify the your test length, including your extended time accommodation (120 minutes = 2 hours)

Length

Continued on other side

9. Select the campus testing building

You must schedule your test at the same campus your class is held

Building

10. If you have an assistive testing accommodation such as Kurzweil, Dragon, screen reader, screen magnifier or scribe be sure to select that accommodation under "Accommodation Type" to view rooms equipped to provide that specific accommodation.

Accommodation Type

Additional filter options may be used, but are not required to display appointment results.

11. Your search results will display in the right column. Select your desired appointment start time

Tuesday, Apr 26, 2016

2:00 pm [Redwood Campus - DRC Testing Center](#) 120 mins (8 of 8 slots available)

12. An appointment confirmation window will appear asking for more specific information about your exam. Ensure that all required information marked with an asterisk is filled out.

Confirm Exam Booking

Exam* Please specify test number or chapter numbers

Is your test on Canvas?* yes no

Instructor Name*

13. Click "Submit Request"

Submit Request ▶