DRC Testing Center Exam Appointment Request

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

2. Click on “MyDRC Student Log-in”

3. Click on “Schedule a Test or Exam”
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4. Click on “Schedule a test, mid-term or quiz”

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

6. After reading the directions click on “Next”.

Welcome
1. Select course
2. Class test date and time
3. Additional Requirements
4. Choose accommodations
5. Select your test time
6. Confirm and complete

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of booking your test with the CRC. 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 email.

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 760.744.1180 ext. 2939.

Click the ‘Next’ button below to get started.
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7. Choose the course you need to take the exam for using the drop down list below “Course:”. After selecting the course click “Next”.

8. 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 the above fields click “Next”.
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9. Fill in the location that you would like to take the exam in the “Location you want to take exam at:” field. Most exams are taken at the DRC Testing Center on the San Marcos campus. If your class is held at a location other than San Marcos, you may request to take the exam at the location of your class or at the San Marcos campus. If you class is online or on the San Marcos campus, the DRC Testing Center can only proctor your exam on the San Marcos campus. Click “Next”.

10. Select the accommodations that you feel are necessary for this exam by checking the checkbox next to each accommodation needed. Once complete click “Next”.

- Distraction-reduced setting
- Exam Reader
- Extended Time (1.5x)
- Individual Room (if available)
- Make-up exams (instructor consultation)
- Use of computer
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11. The system has automatically found a seat for you exam and provided the extra time required based on your accommodations. Please review the time and date to and confirm by clicking “Next”. If the system was unable to find you a time please call the DRC Testing Center at 760.744.1150, ext. 3939 for assistance.

12. Review the time, date, length, and accommodations requested for the exam. Click the checking the checkbox next to “I acknowledge that the information...”. Click “Finish”.