INFORMATION FOR ACCOMMODATED EXAMS FROM DRS AND THE TESTING CENTER

Scottsdale Community College - 9000 E. Chaparral Rd, Scottsdale AZ 85256

DRS Reminders

- DRS Connect Instructor Access: you have, at your fingertips, all your DRS students in one place. One simple login using your MEID and password gains access to DRS Connect. Access is available 24/7 via DRS Connect Instructor Login.

- Faculty Notification Letters: These are sent via email each semester once a student elects to use accommodations in a class. Instructors can also view each student's accommodations through the DRS Connect Instructor Login.

- Testing Agreements: Please remember to complete these as soon as you start receiving student Faculty Notification Letters. The link to complete the Testing Agreements can be found on each FNL. You can also apply your testing agreement to more than one section of the same course, just login to the Instructor Portal to copy the testing contract from one class to another. Additionally, these can be updated throughout the semester which is useful if multiple instructors teach one course or instructions change later in the semester.

- Exam Drop-off: Exams can be submitted through DRS Connect, emailed to drs@scottsdalecc.edu, or dropped off in-person. Each time a student schedules a test through DRS Connect, the instructor is immediately notified by email and provided a link to upload the test. **Please submit exams by close of business on the day prior to the scheduled exam**. If you are unable to do this please communicate this to DRS, otherwise you will continue to be contacted via multiple modalities to submit the exam.

- Exam Return: Completed exams may be emailed or picked up in-person. The Testing Center will make every effort to return completed exams, when requested, within two (2) hours of completion. Exams completed after 5:00 pm Monday - Thursday or after 4:00 pm on Friday will be returned on the following business day. **Only accommodated exams will be accepted or returned online. Make up exams must still be dropped off and picked up at the Testing Center.**

If you have any questions or concerns please contact us:
- DRS: 480-423-6517 or by email at drs@scottsdalecc.edu
- Testing:480-423-6433 or by email at testing@scottsdalecc.edu

Or stop by our offices; we are here to assist you and we appreciate the support you show our students.

Sincerely, DRS and Testing Team