Steps to Submit an Exam Request in MyDRC

1. Log-in to MyDRC (https://cascade.accessiblelearning.com/BellevueCollege)
2. Click “Alternative Testing” (left-hand side under “My Accommodations” heading)

3. Select Class from “Test Proctor Form(s)” dropdown menu and click “Schedule an Exam”

4. Choose “Request Type” from dropdown menu (e.g. Test, Quiz, Final)
5. Enter Date for test (MM/DD/YYYY format)
6. Enter Time for test
7. Select desired testing accommodations
8. Add any additional notes for the DRC or Proctor (Instructor will NOT see these)
9. Click “Add Exam Request” Button
10. Success!