UNIVERSITY OF CALIFORNIA, RIVERSIDE

R’Ability by SDRC: Test Booking Training for Faculty

be well STUDENT HEALTH AND WELLNESS SERVICES

UCRIVERSIDE | Student Disability Resource Center
Step 1: Log into R’Ability (www.rability.ucr.edu)

Step 2: Click on “Faculty Portal” with CAS authentication
Log in with your NetID and password.
Under “Options,” select “Test and Exams” for desired course.
A list of test/exam dates for your courses is displayed.

Click “Confirm/Edit” to provide exam details for each date.

Please note: exam details must be submitted 5 days prior to an exam date.
Confirm that the date listed matches the date that the class is taking this exam, and that the start and end times match the time of the exam in class.

Once you have confirmed, select “Next.”
A list of students scheduled to take the exam will be listed with their exam date, start time, and end time displayed.

*Please note: the system will calculate extended exam time.*

Click “Next” to continue.
Example of screen continued on next page.
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- Please provide details for your exam. This includes the format of the exam, contact information, materials for the exam, and exam delivery/return selection.

- Click “Next” to continue.
Please review exam details, and click “Submit changes” to complete.
A confirmation page will display.

Please click “Back to courses list” to view all courses, click “Back to test listing” to view all exams in this course, or click “Logout.”

An automated 2-day reminder will be sent to the primary instructor for this course.