

UNIVERSITY OF CALIFORNIA, RIVERSIDE



**R'Ability by SDRC:  
Student Portal Overview-Scheduling an Exam**

be well STUDENT HEALTH AND WELLNESS SERVICES

**UCRIVERSIDE** UNIVERSITY OF CALIFORNIA | Student Disability  
Resource Center

## Welcome to R'Ability!

### Students with Disabilities

R'Ability for Students with Disabilities

Through this portal, you can register for disability related services, complete forms, and schedule quizzes, tests, and final exams. Please use your UCR NetID to log in.

Students Portal



### Faculty

R'Ability for Faculty

You can view accommodations assigned to students enrolled in your courses, and provide requested test/final exam information. Please use your UCR NetID to log in.

Faculty Portal

### Note Takers

R'Ability for Note Takers

Select courses where you'd like to volunteer to be a note taker and upload your notes. Please use your UCR NetID to log in.

Note Takers Portal

For more information, or for additional assistance, please contact the SDRC at (951) 827-3861 or email [rability@ucr.edu](mailto:rability@ucr.edu).

- Start by visiting the R'Ability website at [rability.ucr.edu](http://rability.ucr.edu).
- Click "Students Portal."

## Welcome to R'Ability!

If you are a first time user, please click here to register with us.  
If you already have an account, see our list of services below:



Online Pre-Registration



Accommodation Letters



Schedule a Test or Final Exam



View Your Calendar



Access Course Notes



Quarterly Accommodations Request

- Click “Schedule a Test or Final Exam.”

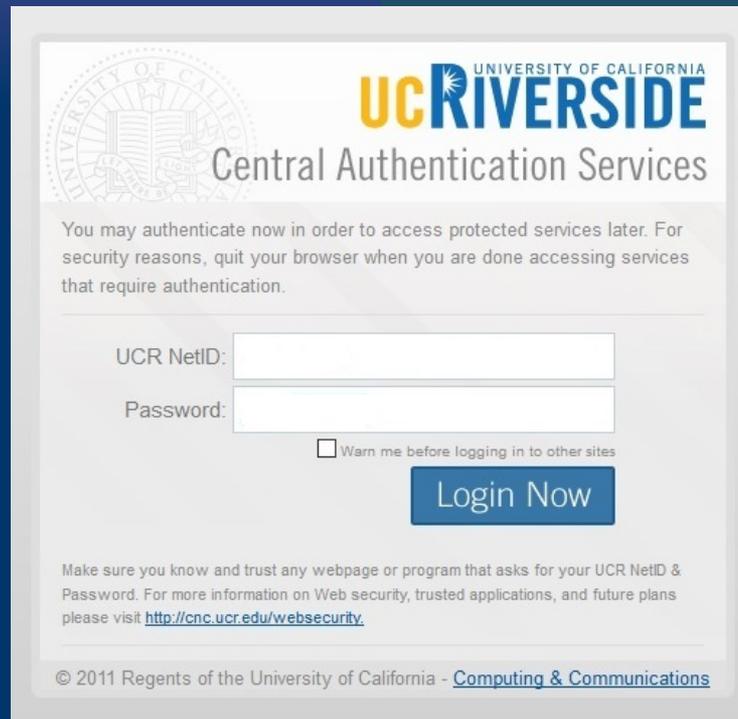
### Student Test-Booking and Accommodations

Welcome to the Student Test-Booking and Accommodations website. You can use this website to:

- Schedule a tests, mid-term or quiz
- Schedule a final exam
- Check your upcoming scheduled appointments or exams
- View accommodations that have been approved by your Disability Specialist
- Print out a pdf copy of your faculty accommodations letter

Please click the [Schedule a test, mid-term or quiz](#) link in the menu in order to schedule a test, or choose the menu option that you would like to use. You will be asked to login using your school login account.

- Select “Schedule a test, mid-term or quiz” for all exam appointments during Weeks 0-10.
- Select “Schedule a final exam” for all exam appointments during Finals Week. If a final exam is scheduled to take place during Week 10, please use the “Schedule a test, mid-term or quiz” option.



The image shows a screenshot of the UC Riverside Central Authentication Services login page. At the top left is the University of California seal. To its right is the UC Riverside logo, which includes the text 'UNIVERSITY OF CALIFORNIA' and 'UCRIVERSIDE'. Below the logo is the title 'Central Authentication Services'. A paragraph of text reads: 'You may authenticate now in order to access protected services later. For security reasons, quit your browser when you are done accessing services that require authentication.' Below this text are two input fields: 'UCR NetID:' and 'Password:'. To the right of the password field is a checkbox labeled 'Warn me before logging in to other sites'. A blue 'Login Now' button is positioned below the checkbox. At the bottom of the form, there is a security notice: 'Make sure you know and trust any webpage or program that asks for your UCR NetID & Password. For more information on Web security, trusted applications, and future plans please visit <http://cnc.ucr.edu/websecurity>.' The footer of the page reads '© 2011 Regents of the University of California - [Computing & Communications](#)'.

- Log in using your NetID and password.

Welcome

1. Select course
2. Class exam date and time
3. Confirm faculty information
4. Choose accommodations
5. Schedule your exam time
6. Confirm and complete

Online Test Booking

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of scheduling your quizzes, tests, and midterms with us. To schedule FINAL EXAMS, please go back and "Schedule a final exam. You may abort 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 which you provide.

You will need to have the following information handy in order to successfully schedule your exam:

1. The name of the course you want to schedule an exam for, and the faculty's name and email address
2. The date, start time and duration of the exam per your syllabus
3. You must schedule your exam fourteen (14 ) days prior to the exam date requested

Click the 'Next' button below to get started.

 Next Cancel

- Click “Next” to get started.
- Please note: tests/quizzes scheduled during Weeks 0-10 must be submitted at least 10 days prior to the test date. Exams scheduled during Finals Week must be submitted at least 14 days prior to the exam date.

Welcome

- 1. Select course**
2. Class exam date and time
3. Confirm faculty information
4. Choose accommodations
5. Schedule your exam time
6. Confirm and complete

### 1. Select course

Please select the course you would like to schedule a test for from the list below.

#### Course Info

Course: ENSC 1 LEC 1 ▾

Previous Next Cancel

- Select the course for which you would like to schedule a test from the drop-down menu.
- Click “Next” to continue.

Welcome

1. Select course

**2. Class exam date and time**

3. Confirm faculty information

4. Choose accommodations

5. Schedule your exam time

6. Confirm and complete

## 2. Class exam date and time

Please specify when the class is scheduled to take the test, mid-term, or quiz. Enter the date that the class is schedule to take this test, mid-term, or quiz. Type the test, mid-term, or quiz start time in the text box (do not use the auto entry clock option).

### Specify a date and time

Date of class test:

Time of class test:   
(eg. 9:30 am)

Class test duration:  (hours)  (minutes)

Previous Next Cancel

- Enter the date and time that the class is taking this test.
- Include the duration of the exam in class (extended time will be calculated by the system).
- Click “Next” to continue.

Welcome

1. Select course
2. Class exam date and time
- 3. Confirm faculty information**
4. Choose accommodations
5. Schedule your exam time
6. Confirm and complete

### 3. Confirm faculty information

Please verify the following information and correct anything that is missing or incorrect.

#### Course Info

ENSC 1 LEC 1

#### Instructor Info

You must enter the instructor email address in order to continue.

Instructor name:  (last name, first initial)

Instructor email:

Previous Next Cancel

- Review the Course Info and Instructor Info. Update Instructor name and email if necessary.
- Click “Next” to continue.

Welcome

1. Select course
2. Class exam date and time
3. Confirm faculty information
- 4. Choose accommodations**
5. Schedule your exam time
6. Confirm and complete

#### 4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your Disability Specialist. Please check off the accommodation(s) that are necessary for this quiz, test, or mid-term.

##### Available accommodations

\* Note: Only accommodations with a check will be used for your test booking.

- Reduced Distraction Testing Environment
- Extended Testing Time for All Exams (1.25x)

- A list of approved accommodations will be displayed. Check the accommodations that you need to use for this exam.
- Click “Next” to continue.

R'Ability  
Accommodations and Online Services

UCRIVERSIDE  
UNIVERSITY OF CALIFORNIA

Welcome

1. Select course
2. Class exam date and time
3. Confirm faculty information
4. Choose accommodations
- 5. Schedule your exam time**
6. Confirm and complete

### 5. Schedule your exam time

If the appointment below conflicts with your current class schedule, continue the test-booking process and contact us at [sdrc-exams@ucr.edu](mailto:sdrc-exams@ucr.edu) to request a new appointment.

**Available dates & times**

**Note: if none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.**

Ⓢ Monday September 11 . 10:10 AM to 11:15 AM

A spot was found for you to take your test; please click the 'Next' button below to continue scheduling your test.

Previous Next Cancel

- Available dates/times will display.
- Click “Next” to continue.
- *Please note: if there is a conflict with the appointment time, please continue with the booking and contact us via e-mail at [sdrc-exams@ucr.edu](mailto:sdrc-exams@ucr.edu)*

Welcome

1. Select course
2. Class exam date and time
3. Confirm faculty information
4. Choose accommodations
5. Schedule your exam time
- 6. Confirm and complete**

## 6. Confirm and complete

The time listed below does not include approved extended time; it will be added later.

**This test is not scheduled yet! Click 'Finish' to submit your test request.**

Please verify that the class date and time are correct - the information below will be sent to your professor.

### Your tentative test information

**Tentative test date and time**  
Mon Sep 11, 2017 . 10:10 AM to 11:15 AM (1 h and 5 m)  
**Course information**  
ENSC 1 LEC 1

**Instructor**

**Class test date / time**  
Mon Sep 11, 2017 10:10 AM (50 m)  
**\* Note: this is not your accommodated writing time**

### Accommodations required

Reduced Distraction Testing Environment  
Extended Testing Time for All Exams (1.25x)

acknowledge that the information I am submitting is correct to the best of my knowledge. I will contact the ASC regarding changes to my exam.

- Review the information provided to confirm that it is correct and check the acknowledgement box.
- To complete your test booking request, click “Finish.”

Thank you for your submission.

[Schedule another test](#)

- The test request has been submitted for this date.
- Please e-mail [sdrc-exams@ucr.edu](mailto:sdrc-exams@ucr.edu) if you would like to correct submitted information or to request an alternate test date/time due to a class or exam conflict.
- Please click “Schedule another test” to submit requests for additional test/exam dates, click “Home” to return to the Home Screen, or log out.