R’Ability by SDRC: Test Booking Training for Faculty
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.
Continued from previous page.

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.
4. Confirm exam details for ENSC 1 sect. 1 LEC (17U)

Please review the information below and click the "Submit changes" button at the bottom of this form to submit your changes. If you have any questions or concerns regarding testing accommodations, please contact us at sdis-exams@ucr.edu.

Test details

ENSC 1 sect. 1 LEC (17U)
Mon September 11, 2017 - 10:10 AM - 11:00 AM

Test information

Multiple Choice: yes
Short Answer / Essay: yes
May the student contact you during the exam?: Yes
Cell or Email: 555-555-5555
Scratch Paper: yes
Ruler: yes
Calculator: yes
Scientific calculator
Other Materials Allowed: Model kit
Delivery Method: Professor/TA will deliver via email to sdis-exams@ucr.edu
Return Method: Professor/TA will pick up exam from the ASC office.

Please note that you must click the Submit changes button in order to confirm your test to us.

Please print a copy for your records.
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.