R’Ability by SDRC:
R’Ability Faculty Portal Overview – Exam Proctoring Instructions
- Step 1: Visit R’Ability (www.rability.ucr.edu)
- Step 2: Click on “Faculty Portal”
Log in with your NetID and password.
All courses that you are associated with in Banner will display here.

Under “Options,” select “Tests and Exams” to view student submitted exam dates.

If a student has requested an exam, a star will display next to “Tests and Exams.”
A list of student submitted test/exam dates for your courses is displayed.

Click “Confirm/Edit” to confirm the date/time of the test/exam and provide proctoring instructions (materials allowed, format of the test/exam, etc.) for each date.

Please note: this action must be completed at least 5 days prior to the exam date. The exam copy can be sent to the ASC at least 1 day prior to the 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 and display it under the “Time” column.

Click “Next” to continue.
### 3. Test Information for ENSC 1 sect. 1 LEC (17U)

**Format of Exam (check all that apply):**

- [ ] Multiple Choice
- [x] Short Answer / Essay
- [ ] Math Problems
- [ ] Audio
- [ ] Video
- [ ] Slides

**May the student contact you during the exam?**

- [ ] Yes

**Cell or Email:**

- [ ] 555-555-5555

**Materials allowed during exam (check all that apply):**

- [ ] None
- [ ] Scratch Paper
- [ ] Blue Book
- [ ] Scantron
- [ ] Texts/Open Book
- [ ] Notes/Formulas
- [ ] Dictionary/Spell Checker
- [ ] Ruler
- [x] Calculator

- **Calculator Type:**

  - [ ] Scientific calculator

**Other Materials Allowed:**

- [ ] Model kit
Please provide proctoring instructions for your exam. This includes the format of the exam, contact information, materials allowed in the exam room, and exam delivery/return selection.

Click “Next” to continue.
Please review proctoring instructions, 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.”

Provide exam copy 1 day prior to the scheduled exam date to 1213 Student Services Building or to sdrc-exams@ucr.edu

An automated 2-day reminder will be sent to the primary instructor for this course with a list of all students scheduled for an exam appointment at the ASC.