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 10 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.
3. Test Information for ENSC 1 sect. 1 LEC (17U)

Format of Exam (check all that apply):

- Multiple Choice
- 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
- Calculator
  - Calculator Type: Scientific calculator
  - Other Materials Allowed: Model kit

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.
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 sdoc-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: 656-656-6565
- Scratch Paper: yes
- Ruler: yes
- Calculator: yes
- Calculator Type: Scientific calculator
- Other Materials Allowed: Model kit
- Delivery Method: Professor/TA will deliver via email to sdoc-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 text to us.

Please print a copy for your records.

- 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.