**Steps to Upload an Exam or Add Test Instructions in MyDRC**



1. Follow the link included in Testing Appointment Approval or Reminder email:
2. Click on “Upload Exam” (for Exam Instruction ONLY, skip to #9)
3. Add an “Exam File Note” (e.g. NUTR 100 Quiz 4)
4. Same exams for everyone?

(If yes, only one upload per class is necessary!)

1. Click “Choose File” and select file to upload (3MB size limit)
2. Click “Upload Exam”
3. SUCCESS!
4. If you have additional files to upload, repeat steps 3-7 for each file up to 5 total files, otherwise click “Back to Previous Page” to Add Exam Instruction.
5. Click on “Exam Instruction”
6. Answer the three “Additional Exam Instructions” questions:
	1. **Does the time given to class to complete this test (included in the email reminder) need to be adjusted?**
	2. **Are students allowed any additional testing materials (formula sheet, note card(s), etc.) not already listed on the MyDRC Test Proctoring Form?**
	3. **Are there any other additional instructions, or changes to instructions given on the MyDRC Test Proctoring Form, that the student(s) should be aware of when taking this test?**
7. Click “Submit Exam Instruction” to add these instructions
8. SUCCESS!

