

Disability Resource Center (DRC) • Accommodated Testing Service (ATS)

University of Florida • 001 Reid Hall (Building 0020) • P.O. Box 114085 • Gainesville, FL 32611
 Phone: 352-392-8565 ext. 202 • Fax: 352-392-8570 • Email: testing@dso.ufl.edu

PLEASE NOTE: Testing Office will be closed each Tuesday & Thursday during Summer A 2008.

Instructor Responsibilities

Please deliver all exam materials to DRC at least **one (1) business day** prior to scheduled exam date. Exam materials may be faxed, hand delivered, or emailed to DRC. Exam materials **NOT received by DRC**, at least one (1) business day prior to scheduled exam date, may result in **cancellation** of the scheduled accommodated exam. All exam materials will be returned within one (1) business day after scheduled exam date. A signature will be required upon return or delivery of all exams. Please contact DRC Testing Coordinator for assistance.

PLEASE PRINT

Course Number _____ Today's Date _____

Instructor Name _____

Instructor Signature _____

@ufl.edu

Instructor Phone _____ Instructor UF Email _____

PLEASE indicate where to return exams:

Room Number _____ Building _____ Department _____
 Instructor's Office (Primary)

Room Number _____ Building _____ Department _____
 Main Department Office (Backup)

Check if Instructor intends to pick-up exam:

Student Responsibilities

Complete this section and submit Completed ATR form to DRC **NOT less than four (4) business days** prior to exam date. Requests to modify a scheduled exam (date or time) must be submitted to DRC **NOT less than three (3) business days** prior to exam date. All requests to modify schedule MUST be approved by the Instructor and DRC. Contact DRC (phone, email, or on-line) **NOT less than three (3) business days** prior to each exam date to confirm exam location, date, time, and accommodations. Please contact DRC Testing Coordinator for assistance.

PLEASE PRINT

Student UFID# _____ Today's Date _____

Student Name _____

Student Signature _____

@ufl.edu

Student Phone _____ Student UF Email _____

DRC Notes:

Go Gators 12/07

Class Exam Date	Class Exam Start Time	Class Exam Length	Permitted Class Exam Test Aids (Please Check)	Additional Comments
			<input type="checkbox"/> Open Notes <input type="checkbox"/> Calculator <input type="checkbox"/> Open Book <input type="checkbox"/> Other: <input type="checkbox"/> Formula Sheet	
			<input type="checkbox"/> Open Notes <input type="checkbox"/> Calculator <input type="checkbox"/> Open Book <input type="checkbox"/> Other: <input type="checkbox"/> Formula Sheet	
			<input type="checkbox"/> Open Notes <input type="checkbox"/> Calculator <input type="checkbox"/> Open Book <input type="checkbox"/> Other: <input type="checkbox"/> Formula Sheet	
			<input type="checkbox"/> Open Notes <input type="checkbox"/> Calculator <input type="checkbox"/> Open Book <input type="checkbox"/> Other: <input type="checkbox"/> Formula Sheet	
			<input type="checkbox"/> Open Notes <input type="checkbox"/> Calculator <input type="checkbox"/> Open Book <input type="checkbox"/> Other: <input type="checkbox"/> Formula Sheet	
CLASS FINAL EXAM			<input type="checkbox"/> Open Notes <input type="checkbox"/> Calculator <input type="checkbox"/> Open Book <input type="checkbox"/> Other: <input type="checkbox"/> Formula Sheet	