

## Disability Resource Center Instructor Fact Sheet: Testing Accommodations

Students requesting testing accommodations must be registered with the Disability Resource Center (DRC). The DRC asks that students present accommodation letters to their instructors during office hours or by appointment early each semester. The student has been instructed to discuss which of his/her accommodations will be needed for each course.

Students are advised to advocate for the testing arrangements that best meet their needs. Some students prefer access to their instructors during exams so that they can ask questions, if necessary, and/or are comfortable taking exams as coordinated by their instructors. Other students prefer to take exams at the DRC testing center because they need access to specific equipment or services available only at the DRC (e.g. assistive technology, a reader, a lower distraction testing environment).

The following represents **two testing arrangement options**:

The **first option** is for the **instructor to facilitate the testing accommodations** either in conjunction with the regular exam date/time or at a date/time agreed upon by the instructor and the student. In this case, the instructor is responsible for ensuring all necessary testing accommodations (e.g. extended test time, low distraction environment) listed in the accommodation letter are provided during the course of the exam. If the appropriate accommodations are not provided, the student's maximum performance on the exam may be compromised and the instructor may be at risk for violating the student's rights. Students are advised to discuss the testing arrangement

The **second option** is for the **DRC testing center to facilitate the testing accommodations**. If a student would like to take his/her exams at the DRC, it is the student's responsibility to initiate the request process by utilizing the [Accommodated Test Request \(ATR\) form](#). Students are advised to start the request process at least ten (10) days in advance of the exam date. In order for the DRC to provide testing accommodations, the **student must submit a completed ATR not less than four (4) business days prior to the exam date**. Failure to submit the ATR within the required timeframe may jeopardize the DRC's ability to facilitate the testing arrangements. If the ATR is received late and the DRC is not able to schedule the exam, the student is advised that he/she may have to take the exam without accommodations unless the instructor agrees to facilitate the testing accommodations. If, given the timing of the request, the instructor is not able to provide testing accommodations, please advise the student that you are not able to facilitate testing arrangements for this particular exam and encourage him/her to complete an ATR for any remaining exams in your class.

If a student chooses to take his/her exams at the DRC testing center, it is the **instructor's responsibility to provide the exam to the DRC no later than 3:00 pm the business day before the exam is to be administered**. The exam may be sent via email ([testing@dso.ufl.edu](mailto:testing@dso.ufl.edu)), faxed (352-392-8570), or hand delivered to the DRC in Reid Hall. Exams will be available for pick-up upon completion or will be returned within one (1) business day after the scheduled exam date.

If you would like to visit the DRC testing center, please contact our office at 352-392-8565 x202. All of the testing rooms are video monitored. At least two testing office staff members are on-site at all times when exams are being facilitated. Exams are stored in a secure location upon receipt from the instructor until the scheduled exam date and time. Upon completion, exams are re-secured until released for delivery.