ATR Faculty Instruction Summary

Students have been advised that they must first provide you with their accommodation letter and connect with you to coordinate accommodations before they submit the ATR. This is also an opportunity to discuss how to resolve any potential exam schedule conflicts (e.g. a student with back-to-back classes that may necessitate scheduling the exam for the first class prior to the class exam time).

After a student submits an Accommodated Test Request (ATR), you will receive an email notification instructing you to click on the provided link to review the request. In reviewing the request, you will be prompted to verify course and instructor information, which you may edit, if needed. You will also need to verify the exam date/time. If the exam date/time is correct, please complete the rest of the request providing details concerning authorized exam materials and exam return instructions and click approve. If the student has not discussed with you the coordination of their accommodations or if they entered an incorrect exam date/time, please decline the request. An email will then be sent to the student explaining that they must resubmit the request after the error has been resolved.

You may use the upload function at the bottom of the request to send your exam materials to the DRC testing office. If you do not upload the exam materials to this request, you must provide exam materials to the DRC testing office no later than 3:00pm the business day before the scheduled exam date. Exams not received by the deadline will be cancelled.

A request will expire if not approved or declined at least two (2) business days before the exam date, thereby missing the deadline to schedule the exam with the DRC testing office. Since the student initiated the request in a timely manner, it will be your responsibility to provide the requested testing accommodations.

If a student submits exam requests with conflicting times, the student will receive an email notification advising them to contact each instructor to determine the best course of action to resolve the exam schedule conflict. When the conflict has been resolved, each instructor should send the approved date/time to testing@dso.ufl.edu to inform the DRC testing office of the resolution.

A student request to modify an exam (date or time) must be approved and submitted to testing@dso.ufl.edu by the instructor not less than two (2) business days before the exam date.

As a reminder, it is an instructor’s responsibility to facilitate accommodations for students with disabilities. The DRC testing office provides proctoring services on your behalf if you cannot facilitate a student’s requested testing accommodations.

If you need assistance completing this request or experience a technical difficulty, please contact the DRC testing office at 352-392-8565 or testing@dso.ufl.edu.