

Remember: All Sections of this Form Must Be Completed before Submission to the DRC.

Upon Exam Completion, All Exam Materials will be Returned to Instructor. No Exceptions.

# Accommodated Test Request (ATR) Form

**SUMMER 2015**

<p align="center"><b>Disability Resource Center (DRC)</b>                  Testing Services                  University of Florida • 001 Reid Hall (Building 20)                  P.O. Box 114085 • Gainesville, FL 32611  <b>352-392-8565 (voice)</b>                  352-392-8570 (fax) • email: testing@dso.ufl.edu</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"><i>DRC Staff Receiving Form</i></td> <td style="width: 50%; padding: 2px;"><i>Date Received</i></td> </tr> <tr> <td colspan="2" style="padding: 2px;">DRC Office Use Only:</td> </tr> </table>	<i>DRC Staff Receiving Form</i>	<i>Date Received</i>	DRC Office Use Only:	
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**STUDENT SECTION** **To be completed by Student**

- Complete student section and have Instructor complete remaining sections.
- **Submit completed ATR form to DRC not less than four (4) business days before exam date.**
- Confirm exam location, date, time, & accommodations not less than three (3) business days before each exam date.
- Requests to modify a scheduled exam (date or time) must be submitted to DRC not less than three (3) business days before exam date.
- All requests to modify schedule must be approved by the Instructor and DRC.

<i>Today's Date</i>	<i>Student's Name PLEASE PRINT</i>	<i>Student's Signature</i>
<i>Student's UFID#</i>	<i>Student's Phone Number</i>	<i>Student's UF Email Address</i>

**INSTRUCTOR SECTION** **To be completed by Instructor**

- Complete Instructor section and Course & Exam Information Section.
- **Provide exam materials to DRC no later than 3:00 PM the business day before scheduled exam date.**
- Please note, exams not received by deadline may result in cancellation of the accommodated exam.
- Exam materials may be sent via email (testing@dso.ufl.edu), faxed, or hand-delivered to DRC.

<i>Today's Date</i>	<i>Instructor's Name PLEASE PRINT</i>	<i>Instructor's Signature</i>
<i>Instructor's Phone Number (Primary)</i>	<i>Instructor's Phone Number (Backup)</i>	<i>Instructor's UF Email Address</i>

Exams will be returned via e-mail to instructors. They will no longer be hand-delivered. Please indicate below the name and email address for exam returns. If you do not wish to have your exams returned electronically, your exams will be available for pick-up from the DRC testing office in Reid Hall 001.

<i>Name to Use for Electronic Delivery</i>	<i>Email to Use for Electronic Delivery</i>
<input type="checkbox"/> Check box if you will be picking up exams instead of having them delivered electronically.	

**COURSE & EXAM INFORMATION SECTION** **To be completed by Instructor**

**Course Information** **(Please Print Requested Information)**

<i>Course Number</i>	<i>Course Section Number</i>	<i>Course Location</i>	<i>Course Day(s) &amp; Course Period(s)</i>
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**Exam Information** **(Instructor Must Approve Test Aids)**

Exam Date	Exam Start Time	Actual Class Exam Length	Exam Format	(Please check all that apply)		
				Permitted Class Exam Test Aids		
			<input type="checkbox"/> Paper <input type="checkbox"/> Proctor U <input type="checkbox"/> Computer <input type="checkbox"/> Scantron <input type="checkbox"/> Sakai	<input type="checkbox"/> Basic Calc <input type="checkbox"/> Graphing Calc <input type="checkbox"/> Scientific Calc	<input type="checkbox"/> Open Notes <input type="checkbox"/> Formula Sheet <input type="checkbox"/> Periodic Table	<input type="checkbox"/> Laptop <input type="checkbox"/> Other:
			<input type="checkbox"/> Paper <input type="checkbox"/> Proctor U <input type="checkbox"/> Computer <input type="checkbox"/> Scantron <input type="checkbox"/> Sakai	<input type="checkbox"/> Basic Calc <input type="checkbox"/> Graphing Calc <input type="checkbox"/> Scientific Calc	<input type="checkbox"/> Open Notes <input type="checkbox"/> Formula Sheet <input type="checkbox"/> Periodic Table	<input type="checkbox"/> Laptop <input type="checkbox"/> Other:
			<input type="checkbox"/> Paper <input type="checkbox"/> Proctor U <input type="checkbox"/> Computer <input type="checkbox"/> Scantron <input type="checkbox"/> Sakai	<input type="checkbox"/> Basic Calc <input type="checkbox"/> Graphing Calc <input type="checkbox"/> Scientific Calc	<input type="checkbox"/> Open Notes <input type="checkbox"/> Formula Sheet <input type="checkbox"/> Periodic Table	<input type="checkbox"/> Laptop <input type="checkbox"/> Other:
			<input type="checkbox"/> Paper <input type="checkbox"/> Proctor U <input type="checkbox"/> Computer <input type="checkbox"/> Scantron <input type="checkbox"/> Sakai	<input type="checkbox"/> Basic Calc <input type="checkbox"/> Graphing Calc <input type="checkbox"/> Scientific Calc	<input type="checkbox"/> Open Notes <input type="checkbox"/> Formula Sheet <input type="checkbox"/> Periodic Table	<input type="checkbox"/> Laptop <input type="checkbox"/> Other:
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