Accommodated Test Request (ATR) Form

Disability Resource Center (DRC)
Accommodated Testing Service (ATS)
University of Florida 
P.O. Box 114085 
Gainesville, FL 32611
352-392-8565 ext. 202 (voice)

DRC Staff Receiving Form 2013/2014 Date Received
DRC Office Use Only:

Last day to submit ATR form for SPRING 2014 "Finals" Accommodated Testing: 5:00PM, Wed, Apr 23, 2014

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 (on-line, phone, or email) 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.

Today’s Date ____________________ Student’s Name ____________________ PLEASE PRINT ____________________ Student’s Signature ____________________

Student’s UFID# ____________________ Student’s Phone Number ____________________ Student’s UF Email Address ____________________

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.
• Exams will be available for pick-up upon completion or will be delivered no later than the next business day after exam date.
• Provide complete delivery information. A signature will be required upon return of all exams.

Zongan Qiu / Paul Avery
2-8745 Qiu / 2-9264 (Avery) 256-5456 (Avery)
qu@phys.ufl.edu

Check box if exam is to be picked up from DRC. Otherwise, please indicate Primary and Backup locations for exam return.

☐ Instructor’s Office (Primary Location for Exam Return) ☐ Main Department Office (Backup Location for Exam Return)

2039/2029 NPB 2200 NPB
Physics Physics
Room Number Building Department Room Number Building Department

COURSE & EXAM INFORMATION SECTION
To be completed by Instructor

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

Final Exam Information
Dec. 13 12:30PM 2 hours Varies

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