### Accommodated Test Request (ATR) Form

**Disability Resource Center (DRC)**

**Notes and Testing Services**
- University of Florida  •  001 Reid Hall (Building 0200)
- P.O. Box 114085  •  Gainesville, FL 32611
- 352-392-8565 (voice)  •  email: testing@dso.ufl.edu
- 352-392-8570 (fax)

**SUNY SPRING 2015**

**STUDENT SECTION**

- 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 UFID**

**Student's Phone Number**

**Student's UF Email Address**

**STUDENT SECTION**

- 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.

**Instructor's Name** PLEASE PRINT

**Instructor's Phone Number (Primary)**

**Instructor's Email Address**

**INSTRUCTOR SECTION**

- Check box if completed exam is to be picked up from the DRC.
- Check box if completed exam is to be scanned and emailed as a pdf document. Please indicate email address for exam return.
- Check box if completed exam is to be delivered by the DRC. Please indicate Primary and Backup locations for exam return.

**Course Information**

**Course Information**

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<thead>
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<th>PHY2049</th>
<th>NPB1001</th>
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<tbody>
<tr>
<td>Course Number</td>
<td>Course Section Number</td>
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<tr>
<td>MWF 4.5</td>
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**Exam Information**

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<th>Exam Length</th>
<th>Exam Location</th>
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<td>TBD</td>
<td>Paper</td>
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<td>Mar 25</td>
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<td>Paper</td>
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**Final Exam Information**

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<th>Basic Calc</th>
<th>Open Notes</th>
<th>Other:</th>
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