### Disability Resource Center (DRC)

**Accommodated Testing Service (ATS)**

University of Florida  •  001 Reid Hall (Building 0020)

P.O. Box 114085  •  Gainesville, FL 32611

352-392-8565 ext. 202 (voice)

352-392-8570 (fax)  •  email: testing@dso.ufl.edu

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### Accommodated Test Request (ATR) Form

**FALL 2011**

**University of Florida**

● 001 Reid Hall (Building 0020)

**DRC Staff Receiving Form**

**Date Received**

**DRC Office Use Only:**

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**STUDENT SECTION**

Remember: All Sections Must Be Completed

- Please review, complete student section, and have Instructor complete remaining sections.
- Submit completed ATR form to DRC not less than four (4) business days prior to exam date.
- Confirm (on-line, phone, or email) exam location, date, time, & accommodations not less than three (3) business days prior to each exam date.
- Requests to modify a scheduled exam (date or time) must be submitted to DRC not less than three (3) business days prior to 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 @ufl.edu [ ]

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**INSTRUCTOR SECTION**

Please Provide All Requested Information

- Please review, complete Instructor section, and Course & Exam Information.
- 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.

Today’s Date [ ]

Instructor’s Name [PLEASE PRINT] [ ]

Instructor’s Signature [ ]

Instructor’s Phone Number (Primary) [ ]

Instructor’s Phone Number (Backup) [ ]

Instructor’s UF Email Address [ ]

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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) [ ]

Room Number [ ]

Building [ ]

Department [ ]

Room Number [ ]

Building [ ]

Department [ ]

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**COURSE & EXAM INFORMATION**

Instructor Must Approve Test Aids

Course Information

(Please Print Requested Information)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Section Number</th>
<th>Course Location</th>
<th>Course Day(s) &amp; Course Period(s)</th>
</tr>
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Exam Information

(Please Print Requested Information)

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<thead>
<tr>
<th>Exam Date</th>
<th>Exam Start Time</th>
<th>Exam Length</th>
<th>Exam Location</th>
<th>Exam Format</th>
<th>Permitted Class Exam Test Aids (Please Check All That Apply)</th>
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</thead>
<tbody>
<tr>
<td>Paper</td>
<td>Open Notes</td>
<td>Basic Calculator</td>
<td>Other:</td>
<td>Computer Sakai</td>
<td>Basic Calculator</td>
</tr>
<tr>
<td>Paper</td>
<td>Open Notes</td>
<td>Basic Calculator</td>
<td>Other:</td>
<td>Computer Sakai</td>
<td>Basic Calculator</td>
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<tr>
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<td>Other:</td>
<td>Computer Sakai</td>
<td>Basic Calculator</td>
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<td>Other:</td>
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<td>Open Notes</td>
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<td>Computer Sakai</td>
<td>Basic Calculator</td>
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<td>Other:</td>
<td>Computer Sakai</td>
<td>Basic Calculator</td>
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<td>Basic Calculator</td>
<td>Other:</td>
<td>Computer Sakai</td>
<td>Basic Calculator</td>
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<td>Other:</td>
<td>Computer Sakai</td>
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<td>Basic Calculator</td>
<td>Other:</td>
<td>Computer Sakai</td>
<td>Basic Calculator</td>
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<tr>
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<td>Computer Sakai</td>
<td>Basic Calculator</td>
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Final Exam Information

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<th>Open Notes</th>
<th>Basic Calculator</th>
<th>Other:</th>
<th>Computer Sakai</th>
<th>Basic Calculator</th>
<th>Periodic Table</th>
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</thead>
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**Last day to submit ATR form for FALL 2011 "Finals" Accommodated Testing: 5:00PM, Wed, Dec 7, 2011**

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

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