



## INSTRUCTOR FACT SHEET

### TESTING ACCOMMODATIONS

A student requesting testing accommodations must be registered with the DRC. If a student is eligible for testing accommodations, it will be noted on the student's accommodation letter. The DRC asks that a student present his/her accommodation letters to instructors during office hours or by appointment early each semester. The student has been instructed to discuss with his/her instructors which accommodations will be needed for each course. If the student requests testing accommodations, the following represents testing arrangement options:

- **One option is for the instructor to facilitate the testing accommodations** in conjunction with the regular exam date/time or at a date/time agreed upon between the instructor and the student. Access to an instructor by the student for questions or to receive announcements and/or exam corrections can be critical. With this option, it is the student's responsibility to discuss/confirm the testing arrangements with the instructor in advance [e.g. several (3-4) days in advance of the test]. If advance coordination is not made, the instructor is not obligated to facilitate the testing accommodations. With this option, it is the instructor's responsibility to ensure that all necessary testing accommodations (e.g. extended test time, low distraction environment) listed in the accommodation letter are provided during the course of the exam. If the appropriate accommodations are not provided (e.g. student is moved multiple times during course of exam, student takes exam in instructor's office with constant interruptions), the student's maximum performance on the exam may be compromised and the instructor may be at risk for violating the student's rights.
- If the instructor is unable to provide testing arrangements (e.g. instructor and/or student schedule does not allow, instructor is not able to access/reserve space) or if the student needs access to specific equipment or services (e.g. assistive technology, a reader, a separate testing environment) available only at the DRC, **another option is for the DRC testing office to facilitate the testing accommodations.** With this option, it is the student's responsibility to initiate the request process utilizing the Accommodated Test Request (ATR) form and to submit a completed ATR to the DRC not less than four (4) business days prior to the exam date. Failure to submit the ATR within the required timeframe may jeopardize the DRC's ability to facilitate the testing arrangements. If the ATR is received late and the DRC is not able to schedule the exam, the student will be advised by the DRC that he/she may have to take the exam with the class without accommodations unless the instructor is able to facilitate the testing accommodations. If, given the timing of the request, you are not able to provide the necessary testing arrangements, you can advise the student that you are not able to facilitate testing accommodations for this particular exam and then encourage him/her to ensure a completed ATR is properly submitted for any remaining exams in your course.

**If a student's exams are being proctored at the DRC testing office, it is the instructor's responsibility to provide the exam to the DRC no later than 12:00 pm the business day before the exam is to be administered. The exam may be**

sent via email (testing@dso.ufl.edu), faxed (352-392-8570), or hand delivered to the DRC in 001 Reid Hall. Upon completion, exams will be returned via e-mail to instructors. If you do not wish to have your exams returned electronically, your exams will be available for pick-up at the DRC testing office.

If the exam is offered through a learning management system and/or ProctorU, the instructor is responsible for coordinating the testing arrangements so the student can access his/her testing accommodations. Questions about how to coordinate these arrangements should be directed to e-Learning Support Services (352-392-4357 option 3) or departmental IT support. If an instructor is unsure if a student's testing accommodations cannot be facilitated through the learning management system and/or ProctorU (e.g. the student needs access to a scribe), the instructor should contact the DRC testing office.