

STUDENT G-ATR GUIDE

ACCOMMODATED TESTING AT THE DRC

Students taking in-person courses that facilitate paper-based assessments may test at the DRC. Students taking online courses that utilize online assessments with tools such as Honorlock, or Proctor U, can have their testing accommodations facilitated by their instructor. If you are a DRC student with approved testing accommodations and would like to request a testing space at the DRC, you would need to submit an accommodated test request (ATR) through G-ATR.

1. To receive accommodated testing services at the DRC, please submit your accommodation letter to your instructor at the beginning of the semester or as soon as possible.
2. The DRC Testing Office has a 4-business day policy. ATRs must be submitted at least four business days prior to your testing date. This does not include weekends, holidays, or the day of the exam.
3. See the **Submit by Calculator** on the G-ATR home page to make sure that your ATR will be submitted within the four-business day policy.
4. If you have missed the four-business day deadline due to an extenuating circumstance, please note that every ATR must be approved by your instructor. This will increase approval lead times. You may still submit your ATR for review or contact your instructor to inquire about alternative testing options.

CREATE AN ATR TO TEST AT THE DRC

The Gator Accommodated Test Request (G-ATR) system allows students with testing accommodations to schedule accommodated testing services at the DRC. **Your instructor may request that you submit an accommodated test request (ATR) for tests that will be facilitated online or in the classroom. These will not be scheduled at the DRC.** If you are enrolled in a course that offers in person/paper-based testing, please see the steps below to create an ATR:

1. Click **Create a New ATR** on the bottom of the G-ATR home page.
2. Read and acknowledge the UF Honor Code (this only needs to be completed once.)
3. Review **Submitting ATR(s) Instructions** for step-by-step guidance.
 - a. Select the course for which you would like to submit a request.
 - b. Find your instructor or TA in the list below. If you are unsure, consult your syllabus.
 - c. If your instructor has set up test sessions for your course, you will see them in the **Your Test Dates** section. If not, please enter the test information below.

Your Test Dates

If your instructor has set up test session(s) in the G-ATR portal, you will see them listed below. Select the ones you would like to include.

Your instructor has not yet set up test session(s) in the G-ATR portal. You can still submit an ATR below.

4. If you do not see a course listed, please verify that your instructor has received your accommodation letter. You will not be able to submit an ATR until you have requested your accommodation letter.
5. If your instructor has set up any test sessions, you should see them listed on this page. If you do not see them, you can enter the test session information in the box below.
6. Select your test type, date/time, and describe the test or provide a note that will help your instructor identify which test you would like to take and click **Submit**.
7. Your ATR will be sent to your instructor who will review it. If the test session information provided was correct, your instructor will approve the ATR and you will be added to our schedule.

A TEST FOR THIS CLASS

* Test Type

* Date/Time

* Note to Instructor



CREATE AN ATR TO TEST ONLINE

Instructors can provide testing accommodations via online assessments. The G-ATR portal can be used to manage student testing accommodations, even if students are not testing at the DRC. Your instructor will inform you if they would like you to complete an ATR for your online assessment, although it is not required.

Please note instructors may ask you to submit an ATR for large online courses to help them organize testing accommodations for their students

1. Send your accommodation letter to your instructor
2. Discuss whether your instructor would like you to submit an ATR in G-ATR for your online assessments.
3. If so, follow steps 1-6 above to create an ATR to test at the DRC. You will NOT be added to the DRC's schedule.
4. You will test online at the selected time. Do not arrive at the DRC for this test.

VIEW OR CANCEL AN EXISTING ATRs

If you have previously created an ATR, you will see a list of your ATRs at the bottom of the G-ATR home page. Here, you can see the status of your ATRs and the date of your exam. Please note: If you have created multiple ATRs for the same day, the time of the test will also be displayed.

If you would like to view or cancel your ATR, please click the **View/Edit** option under the Action column. Here you can view the following information:

- Status Details - displays approval decisions from DRC and instructor
- Accommodations - displays testing accommodations approved for this test
- Test Details - will be provided by the instructor once they have shared the testing information with the DRC

Test Date	Action
06/05/20	 View/Edit

ATR ID# 1

[Cancel this request](#)

Exact Date/Time not finalized yet!

[▶ Status Details - BEING REVIEWED](#)

Note: If you see "Exact Date/Time not finalized yet!" this means that your instructor has not yet entered your testing information and/or approved this ATR.

To cancel your ATR, click **Cancel this Request**

UPCOMING TESTS CALENDAR

Help organize your upcoming exams by using the Upcoming Test Calendar. Click the **Upcoming Tests** tab to see a calendar or list view of your ATRs.

Upcoming Tests Calendar

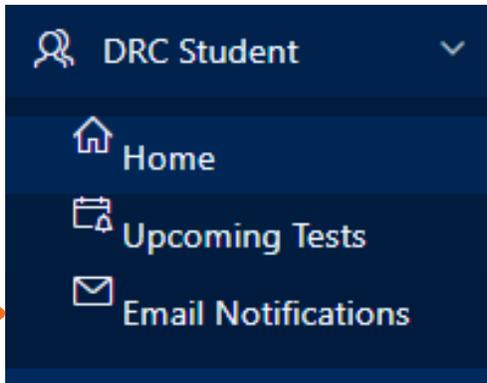
Cancelled tests will not appear on this calendar.

Being Reviewed
Approved
Denied

today August 2020 month week day list

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3	4	5	6	7		
				ATR #1 Exam AEC3033C 01:35PM		

EMAIL NOTIFICATIONS FEATURE



Anytime that you create or cancel an ATR, you will receive a notification to your email. You can view these emails and more in your **Email Notifications** tab in G-ATR. It is a good idea to check these notifications to make sure your ATR has been received by the DRC and approved by your instructor.

If you have a question or concern as it relates to a specific email notification or ATR, you can use the Email Notifications feature to quickly respond. Your instructors may choose to email accommodated testing information through G-ATR so be sure to check your email often!

CHECKING IN AT THE DRC

1. Show your ID to the front desk. No need to hand us your ID, just hold it up in front of our staff
2. Type your UF ID number on the tablet at the front desk
3. It will tell you what seat you have been assigned to for your test
4. DRC staff will confirm your testing information and your seat assignment
5. **IMPORTANT:** Go directly to your assigned testing seat and bring your belongings with you
6. Read the instructors posted in the testing room
7. DRC staff will bring your test materials to you

TESTING INTEGRITY

The DRC Testing Office upholds national standards for testing integrity. Each testing room in the DRC is monitored by Closed Circuit surveillance cameras. If a student is seen with unauthorized materials or devices on the surveillance cameras, we take screenshots for record. We then inform the instructor of the incident and send a detailed incident report to Student Conduct and Conflict Resolution. The consequences of the academic dishonesty are left up to the instructor.

