STUDENT G-ATR GUIDE

ACCOMMODATED TESTING AT THE DRC

The Gator Accommodated Test Request (G-ATR) system allows students with testing accommodations to schedule accommodated testing services at the DRC. Please note that the DRC Testing Office has limited testing space available due to physical distancing guidelines. As such, students with in-person/paper-based exams, nuanced testing accommodations such as magnification of exam materials or assistive technology, and DRC virtual proctoring will be given priority when scheduling their exams with the DRC. Students with testing accommodations who cannot test-in-place can reserve a testing space to complete their Honorlock or Proctor U exams at the DRC depending on availability.

1. **To receive accommodated testing services at the DRC, please submit your accommodation letter to your instructor at the beginning of the semester. Your course will not appear in the G-ATR Testing Portal if your accommodation letter has not been sent to your instructor.**

2. The DRC Testing Office has a **4-business day policy**. Accommodated Test Requests (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

If you are requesting a testing space at the DRC for a paper-based or online exam, please see the instructions below for submitting your Accommodated Test Request (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 per semester.)
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 no tests are listed, please contact your instructor.** Your instructor will need to add instructions about the exam (such duration of exam without accommodations, allowable materials/test aids, and test start/end time) into the G-ATR Instructor Portal.
4. If your instructor has selected that you can change the default date/time of your exam, you will be able to adjust the date and time of your request. If you are unable to change the date/time of your request and you believe this is a mistake, please contact the DRC Testing Office.

5. Select the correct Test Location for your exam.
   a. If you are enrolled in courses that are offered in-person or hybrid and your class will be completing paper-based exams in the classroom or you are approved for paper-based testing, please select Paper at DRC as your test location.
   b. If you are requesting a space to complete an online exam via Honorlock or Proctor U OR you have an approved accommodation for DRC Virtual Proctoring, please select Online at DRC as your test location.
   c. If your instructor requests for you to submit an ATR for online exams that you will take at home (test-in-place), please select Online at Home as your test location. This should only be completed if requested by your instructor. See the section “Testing Online at Home (Test-In-Place)” for more information.

6. Once you have confirmed that your test date, time, and location are correct click the checkbox to select this test and click Submit.

**TESTING ONLINE AT HOME (TEST-IN-PLACE)**

Instructors can provide testing accommodations via online assessments. You do not need to submit an ATR for exams that you will complete online at home (test-in-place) unless your instructor requests that you do so. Please select Online at Home as your test location when submitting your ATR. The DRC will "unschedule" your ATR and a space at the DRC will not be reserved. Please note: If you would like to request a space at the DRC for online exams, please follow the steps above under "Create an ATR to test at the DRC". This is not a substitute for sending your accommodation letter to your instructor. You must still communicate with your instructor about any accommodations that you may need.
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

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.
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. It will tell you what seat you have been assigned to for your test.
3. DRC staff will perform a (touch-free) temperature check to verify that your temperature is less than 100.4 degrees.
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.