

# INSTRUCTOR G-ATR GUIDE

The Disability Resource Center has developed a new portal for testing accommodations, Gator Accommodated Test Requests (G-ATR). To access the portal and manage your Accommodated Test Requests (ATRs) from DRC students with testing accommodations in your course, follow the steps below:

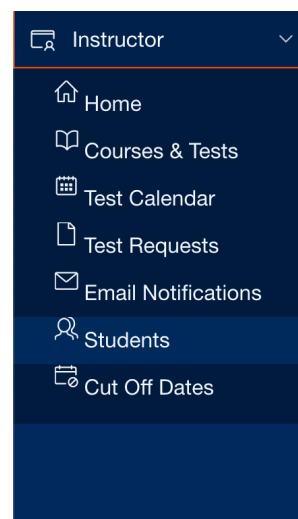
To access the portal, visit the [DRC Testing website](#) and click on the G-ATR Instructor Portal button.

## STUDENT ACCOMMODATIONS IN G-ATR

1. Click on the Students tab on the left side of the screen. This will allow you to view and organize which accommodation letters you have received from DRC students in your course.

**Please note:** DRC students without testing accommodations will not appear in the G-ATR Testing Portal.

- a. Click the magnification icon to search for students by last name, email, UF ID #, and more.
- b. Click on **View** to review a copy of the accommodation letter.
- c. To organize which accommodation letters you have received and reviewed, you can click **Confirm Accommodation Letter**. A green check mark will appear next to the student's name once the letter has been confirmed. This action will not notify the student.

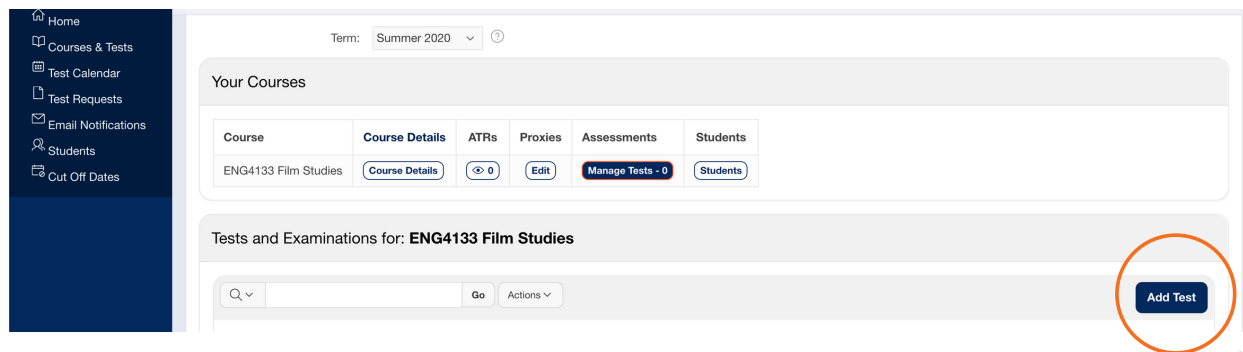


Apply filters to this report to get information on your students.

Filter the report to find specific students and send an email to them by clicking the Email All button. Alternatively, select specific students and compose an email to them.

## ADD TESTING INSTRUCTIONS AND MATERIALS

1. To view your courses and add tests you will need to click on **Courses & Tests** on the left side navigation bar. On this page, you will see a list of courses that you manage.
2. To add a test to your course, click on **Manage Tests** then **Add Test** on the bottom left side of the screen.



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3. On the Manage Tests page, you will need to provide the details for your test such as the duration, allowable test aids/materials, and date of the test. **Please note:** You will need to complete a new form for each test in your class. To add multiple tests, click **Submit & Create Another**, once you are finished adding the information for the exam and it has been submitted, click **Add Test** to begin adding the instruction for the other scheduled exams in your course.

4. If you are not ready to upload your test materials, you can complete the form and leave the **Test is Ready** box unchecked. Once your testing material is ready, you will need to log back into the G-ATR Portal, upload the materials, and toggle that the test is now ready.

Add Test For: ENG4133 Film Studies

**Test Details**  
Provide the details for your classroom test below. We will take care of  
For an explanation of a particular item, click the question mark next to

Test Name \*

Test Type \*

Exam

Apply To \*

Sections Students

Select All

17757

Test Date \*

Preparation Complete

Test is Ready ?

## **Important:**

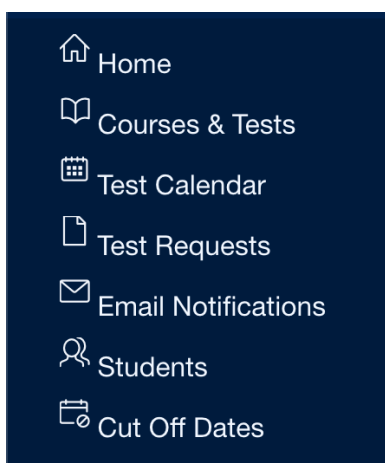
**All students must be Cleared for Campus through Screen, Test, Protect before testing at the DRC.**

If your student is not cleared, please contact our office to discuss alternative options such as DRC Virtual Proctoring.

If your student is approved to test via DRC Virtual Proctoring, please select the appropriate test format ("Zoom and Paper" or "Zoom and Computer"). You will want to include specific administration instructions in the Additional Instructions/Materials box when adding your exam to G-ATR.

**Tests should be submitted through the G-ATR portal at least 24 hours prior to the day of the test. If we do not receive the materials in time, your test may be rescheduled or you may be asked to facilitate the exam for the student with their testing accommodations. Please email us at [DRCTesting@ufsa.ufl.edu](mailto:DRCTesting@ufsa.ufl.edu) if you have any questions or concerns.**

## **REVIEW/APPROVE STUDENT TEST REQUESTS**



1. To review/approve Accommodated Test Requests (ATRs) from your students click on **Test Requests** on the left side navigation.

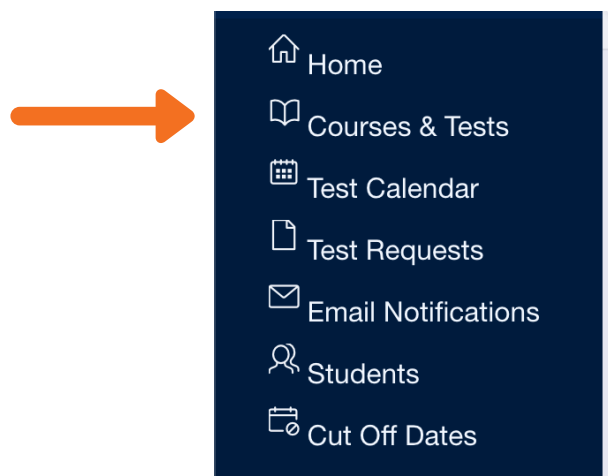
2. Once you are on the page you will need to review and approve each student's ATR.

3. The **Accommodated Test Time** will calculate any extended time accommodations for the student and display any adjustment to start or end time.

4. If you approve of the student's Accommodated Test Time, please select the **Approve** option. Otherwise, you can **Deny** the request and provide a reason why.

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## HOW TO EDIT AN EXISTING TEST OR UPLOAD TEST REVISION



 The interface shows a file upload area with a blue document icon and the text 'Drop a file here or click to upload.' Below this is a table with columns 'Document', 'Type', and 'File size'. The table contains one row: '.pdf', 'Test', '3.00 MB'. To the right of the table is a button labeled 'Upload Revision' with a red 'X' icon. Above the table, there is a 'Type:' dropdown set to 'Test' and a 'Submit File' button.

1. If you need to edit a test that was previously created, click on the **Course & Tests** tab.
2. Then, click on **Manage Tests** under Assessments. Find the test you wish to edit. If you do not see the test you wish to edit, you may not have created one yet.
3. Click on the magnifying glass icon under **Details**.
4. In the top right hand corner of your screen, you can click on the red cancel icon to cancel the test or you can click on the gray pencil icon to edit the test.
  - a. Please note: If you have any last minute changes, please email [DRCTesting@ufsa.ufl.edu](mailto:DRCTesting@ufsa.ufl.edu) as soon as possible.
5. To upload a revised version of a test, locate the previous test file under the **Files** section and click **Upload Revision**.
6. Once you have made any necessary edits click **Update Test**.

## ADDING A PROXY TO YOUR COURSE

If you have a Teaching Assistant (TA), program coordinator, or another individual who may help to manage your test sessions and Accommodated Test Requests for your course you can assign them as a Proxy.

1. Click on **Courses & Tests** in the left side navigation menu.
2. Click **Edit** under Proxies.
3. Enter the proxy's UF ID number and select the sections that they will assist with.
4. Click **Add**.

 A dialog box titled 'Manage Proxies - ENG4133 Film Studies'. It contains instructional text: 'Here you can define the proxies for your course. A proxy will have access to all of the instructor features for each section that you assign them to. This means they can make decisions on ATRs, create tests, confirm LoA's, etc. If you remove a proxy, any ATRs assigned to them will be reassigned to you.' Below this, it says 'You currently have no proxies for this course and term.' There is a 'UFID:' label followed by a text input field. Below that, 'Sections:' is followed by a 'Select All' button and a checkbox for '17757'. At the bottom are 'Cancel' and 'Add' buttons.

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## FACILITATING INCOMPLETE TESTS

If you have any students with an Incomplete from a previous semester, you can use G-ATR to schedule their accommodated test at the DRC.


1. Click on **Cut off Dates** from the left side navigation menu.
2. Select the appropriate semester.
3. Select the course for the menu.
4. Click **Edit** and select the new cut off date from the right-hand column.
5. Create the test in G-ATR.
6. Once you have extended the date and created your test, your student will be able to submit an Accommodated Test Request for your course, up until that date.
7. Once the student has submitted the request, you will need to approve or deny your student's ATR.






## TESTING INTEGRITY

The DRC's proctoring and exam security standards are guided by the National College Testing Association (NCTA). Each testing room is monitored by Closed Circuit video proctoring cameras. If a student is seen with unauthorized materials or devices on the video proctoring cameras, we take screenshots for record and send a detailed incident report to Student Conduct and Conflict Resolution and the instructor. The instructor is able to decide whether or not the testing incident moves forward in the SCCR hearing process.



## ONLINE ACCOMMODATED EXAMS AND TEST-IN-PLACE


**Accommodations**  
 Provide us with any special accommodations that may be necessary for some students

Normal    •    B    I    U                    

Enter student accommodations...

Please keep in mind that including a student's accommodation information in Honorlock/Proctor U settings is only one of two steps necessary to facilitate accommodations online. You must also make any necessary adjustments in Canvas. For more information on accommodation settings in Canvas and online proctoring tools, please see our guide for [Accommodation Setting Considerations When Using Honorlock](#).

Students who are able to test-in-place to complete online exams are encouraged to do so. However, DRC students with testing accommodations can also request a space here at the DRC if they are unable to test-in-place. For all online exams, instructors must add the students testing accommodations to the online platform such as Canvas, Honorlock, or Proctor U. Please contact the DRC Testing Office if you have any questions or concerns about facilitating testing accommodations online.

