

## ACCOMMODATED TESTING AT THE DISABILITY RESOURCE CENTER

The Gator Accommodated Test Request (G-ATR) portal allows students with testing accommodations to schedule accommodated testing services at the Disability Resource Center (DRC). You will **only** use G-ATR if you would like to test at the DRC or need to test with a DRC proctor. Log into G-ATR by visiting the DRC website, [disability.ufl.edu](https://disability.ufl.edu).

- To receive accommodated testing services at the DRC, submit your accommodation letter to your instructor as soon as possible. Your course will not appear in the G-ATR Testing Portal if your accommodation letter has not been sent to your instructor.
- The DRC Testing Office has a 4-business day policy. Accommodated Test Requests (ATRs) must be submitted at least four business days before the day of the test. This does not include weekends, holidays, or the day of the exam.
- See the Submit by Calculator on the G-ATR home page to confirm your ATR will be submitted within the four-business day policy. The DRC recommends submitting ATRs when available in G-ATR.
- If you missed the four-business day deadline due to an extenuating circumstance, note your ATR will be reviewed by DRC staff and subject to denial. All ATRs must be approved by the instructor. 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

1. Select Create a New ATR on the bottom of the G-ATR home page.
  - a. Read and acknowledge the UF Honor Code (to be completed once per semester.)
2. Select the course to submit a request. Find your instructor or TA in the list for the selected class. If you are unsure, consult your syllabus.
3. If your instructor has set up test sessions for your course, they will be visible in Your Test Dates section. If no tests are listed, please contact your instructor.
4. Select the test, confirm the information is correct.
  - a. If your instructor allows you to schedule the test at a different time or day, you may change that information by clicking the calendar icon next to the proposed date/time. Your requested time is subject to approval. If not approved, your test will default back to the original time.
5. Select the correct Test Location for your exam.
  - a. Select Paper at DRC: If your class will be completing paper-based exams in the classroom or due to accommodations.
  - b. Select Online at DRC: If you are requesting a space to complete an online exam via Canvas or Respondus Lockdown Browser.
    - i. Please note: The DRC does not proctor Honorlock or Proctor U tests. If you have an Honorlock or Proctor U test, the DRC may be able to reserve a proctor booth at Library West for your test.
6. Once you have confirmed your test date, time, and location are correct, click the checkbox for the test and select Submit.

## VIEW OR CANCEL AN EXISTING ATRs

1. If you previously created an ATR, you would see it listed at the bottom of the G-ATR home page.
2. To view or cancel an ATR, select the View/Edit option under the Action column to the right. 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 - provided by the instructor once they have shared the testing information with the DRC
3. Select Cancel this Request in the top left to cancel your ATR for the test.

## UPCOMING TESTS CALENDAR

To organize exams, select the Upcoming Tests tab to see a calendar or list view of your ATRs.

- Blue tests are waiting on approval/denial.
- Green tests are approved and scheduled.
- Red tests are denied.

## CHECKING IN AT THE DRC

1. It is recommended that you check in at the DRC Testing Office, located in Cypress Hall, 10-15 minutes prior to your exam. Show your ID to the DRC staff, type your UF ID number on the tablet at the front desk.
2. DRC staff will confirm your testing information and your seat assignment.
3. DRC staff will direct you to your seat once it is time to start your test.

## PROCTORING 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. The consequences of the academic dishonesty are left up to the instructor.

## HAVE QUESTIONS?

Visit the Disability Resource Center website for more information about the G-ATR Testing Portal and accommodated testing services at the DRC. For all other questions, please contact us at [DRCTesting@ufsa.ufl.edu](mailto:DRCTesting@ufsa.ufl.edu) or call us at (352) 392- 8565 (Option 2).

