

ACADEMIC TESTING CENTER @ URI

HOW TO USE THE ATC

1. Student presents need to faculty

- Make-up for an excused absence, per URI manual
- Disability, Access, and Inclusion Office approved accommodation

2. Faculty reviews documentation

- Make-up exams: doctor's note, athletic excuse form, or other approved documentation
- Letter of Accommodation from DAI

3. Faculty submits request online

- Faculty submit request via uri.edu/ATC/faculty
- Faculty tell students to schedule ATC appointment online

4. Student schedules ATC appointment

- Schedule online via uri.edu/ATC/students
- Scheduling is on a first-come, first-served basis

5. Student completes exam at the ATC

- ATC staff checks student photo ID on check in
- Faculty receives email regarding completion of exam, prompts them to pickup completed student exam at the ATC for grading

6. Faculty picks up exam (as needed)

- ATC staff will check faculty photo ID on pickup

