

# PROCESS FOR USING ACADEMIC TESTING CENTER (ATC)

1 Student presents need to faculty

- *Make-up for an excused absence, per URI manual*
- *Disability Services approved accommodation*

2 Faculty requests & views documentation

- *Make-up exams: doctor's note, athletic excuse form, death certificate, or other approved documentation*
- *Letter of Accommodation from Disability Services*

3 Faculty submits online request

- *Faculty submit request via [uri.edu/ATC/faculty](http://uri.edu/ATC/faculty).*
- *Faculty tell students to schedule with ATC.*
- *Through account, faculty can view submission, upload exam, see students who are scheduled, and more.*

4 Student schedules testing session

- *Schedule online via [uri.edu/ATC/students](http://uri.edu/ATC/students).*
- *Scheduling is on a first-come, first-served basis.*
- *If there is no available testing session during the date range provided by the instructor, the student must immediately contact their instructor to make alternate arrangements.*

5 Student completes exam at the ATC

- *Faculty receives email regarding completion of exam, prompts them to pick up completed student exam at ATC.*

6 Faculty picks up exam in person

- *ATC staff will check photo ID upon pick-up.*