

Office of Disability Access

Sage Hall 167, 1155 Union Circle Ste 167, Denton, TX 76203
Phone: 940-565-4323, Fax: 940-369-7969, TTY: 800-735-2989

ODA USE ONLY		
Received in ODA	_____	_____
	By	Date
Logged in	_____	_____
	By	Date
Re check	_____	_____
	By	Date

Alternative Test Request Form

1. It is the student's responsibility to submit the Alternative Test Request Form (ATRF) at least **5 working days prior to the scheduled date of the earliest quiz/exam. The last day to turn in ATRFs is 3 weeks prior to final exams.**
2. All students taking tests through ODA must comply with the UNT Code of Student Conduct and Discipline (Policy Manual UNT, Code of Student Conduct and Discipline. 18.1.11, 10/03).
3. Tests must be taken at the same time as the class unless otherwise specified and approved by the professor.
4. Only accommodations approved by the ODA will be given.
5. **Failure to follow ODA procedures will result in the need to reschedule with your instructor.**

TO BE COMPLETED BY THE STUDENT: (Please complete ALL information in full.)

Name: _____

E-Mail: _____

Student ID: _____

Contact Number: _____

Course and Section #(ex MATH 1010-001): _____

Instructor: _____

Classroom Location: _____

I understand and agree to comply with all ODA procedures for testing accommodations.

Signature: _____

Quiz Dates:

Exam Dates:

Final Exam Date:

TO BE COMPLETED BY PROFESSOR OR INSTRUCTOR: (Please complete ALL information in full.)

Name: _____ Contact Number: _____

E-mail: _____ Office Location: _____

ODA Testing staff, students, and professors may need to establish a different start time to ensure approved accommodations.

Exam Information:

Quiz:
Start time for ODA student:(Time student will be in ODA) _____
Duration of quiz for entire class:(ODA will calculate extended time) _____
Materials permitted:(Ex: Calculator, formula sheet, etc.) _____

Exam:
Start time for ODA student:(Time student will be in ODA) _____
Duration of exam for entire class:(ODA will calculate extended time) _____
Materials permitted:(Ex: Calculator, formula sheet, etc.) _____

Final:
Start time for ODA student:(Time student will be in ODA) _____
Duration of final for entire class:(ODA will calculate extended time) _____
Materials permitted:(Ex: Calculator, formula sheet, etc.) _____

Delivery Information:

Delivery to ODA Instructions:

Hand delivered to Sage 167

Faxed to ODA Testing Center at (940) 369-7969

E-mailed to testing.oda@unt.edu

(To help ensure exam security please do not send exams through inter-campus mail. Exams sent via this method will not be accepted and will be returned to sender.)

Return from ODA Instructions:

All returned exams require a signature from the test recipient.

Return to academic department (Room and Building)

Professor or T.A. will pick up exam (T.A. name)

Scan and email to:(UNT Email Only)

I approve of the date(s) and time(s) of test listed above and all other information provided on this request.

Professor Signature: _____ Date: _____

University of North Texas, Office of Disability Accommodation (ODA)

Students must be active with the ODA and be approved for testing accommodations in the ODA Testing Center. Testing Accommodations are only applicable for UNT Courses. The ODA will not proctor exams from another University

▪ **Instructions to Complete the Alternative Test Request Form (ATRF):**

- 1) Student downloads the Alternative Test Request Form
 - a. Each course will need its own form.
 - b. All exams/quizzes for one course, including the final exam, can be scheduled on one Alternative Test Request form.
 - c. Exams/quizzes should be scheduled during class time unless otherwise specified by the professor. Alternate test dates and times are permitted with instructor approval.
 - d. In the event that exam/quiz dates are **not specified** on the course syllabus, an Alternative Test Request Form must be completed for **each exam/quiz** and submitted five (5) business days before the exam to the Office of Disability Access Test Center staff.
- 2) Student completes Student Section
 - a. All information must be completed for the Alternative Test Request Form (ATRF) to be accepted.
 - b. Once the student has completed his/her section, the student will meet with the professor to complete the professor section. If the student cannot meet with the instructor, the student can email the form to the professor.
- 3) Professor Completes Professor Section
 - a. All information must be completed for the Alternative Test Request Form to be accepted.
 - b. If there are any issues with the professor completing the Alternative Test Request form, notify ODA Testing staff immediately.
 - c. Once an exam/quiz has been scheduled with the ODA Test Center, modifications made to testing arrangements must be authorized by the professor. When rescheduling an exam/quiz, the ODA must receive authorization from the instructor either in writing, by email, fax, or phone.
- 4) Student emails the completed Alternative Test Request Form to Testing.oda@unt.edu
 - a. Only submit 1 Alternative Test Request Form per email.
 - b. The Alternative Test Request Form must be signed by the student and professor.
 - c. **ATRF should be included somewhere in the subject line or there may be a delay in scheduling.**
- 5) Student will receive an auto confirmation once the email is submitted.
 - a. If there is an issue with the Alternative Test Request Form, an ODA Staff member will send an email to the student and professor. The exam will not be scheduled until the error is corrected.

Failure to submit the Alternative Test Request Form 5 business days (3 business weeks for finals) prior to the date of the exam/quiz may result in the ODA being unable to schedule the exam on the requested date/ time. If a space is not available it will be the student's responsibility to contact their professors and arrange for an alternate date/time.

Failure to follow ODA Procedures may result in a delay in or denial of testing services.

Misconduct:

Cameras and proctor walk-ins are utilized during testing. If a student is suspected of academic dishonesty (cheating), a report will be written and sent to the professor, the ODA director, and the Dean of Students. A copy of the report will also be placed in the student's file. Academic dishonesty is a violation of the Student Standards of Academic Integrity policy and may lead to suspension or expulsion from the university.