Part 1: Academic Testing Center Info

The ATC is available for Quizzes, Tests and Exams (“Exams”) only for University of Richmond students:

- with verified disability and testing accommodations per Disability Services
- who miss exams while traveling on approved athletic events sponsored by the University
- who miss exams while traveling on approved academic events sponsored by the University
- who have returned from study abroad and need to take a proctored exam issued by their abroad institution.

Students who meet the above criteria are welcome to (but not required to) take exams in the ATC. If a student wishes to make arrangements to take an exam within the department, students are welcome to discuss that with their instructor.

**ATC Hours**

**Standard Exams:**
- Monday – Friday, 8:30 a.m. – 5 p.m. (all exams must end by 5:00 pm, including extended time & breaks)
- The ATC is closed on weekends and on days that the University is closed, including the following holidays: Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Thanksgiving (Wednesday-Friday), Winter Break (between Christmas Eve and New Year's Day).

**Final Exams** (adjusted to account for 50% extra time* and eliminate exam overlap for students):
- 9:00 a.m. -12:00 p.m. exam changes to 8:15 a.m. – 12:45 p.m.
- 2:00 p.m. – 5:00 p.m. exam changes 1:15 p.m. – 5:45 p.m.
- 7:00 p.m. – 10:00 p.m. exam changes to 6:15 p.m. – 10:45 pm

*Final exams with 100% time are handled individually

Part 2: Student Responsibilities and Agreement

I understand and agree that I am responsible for:

- Submitting a request only for one of the approved test types (accommodation, approved University-sponsored academic/athletic travel, or study abroad proctor)
- Submitting the online Test Scheduling Request (and DAN, if accommodated) to my instructor.
- Submitting the online request with plenty of time for the instructor to be able to submit the request so that the ATC receives it at least three (3) business days before the exam. If the request is submitted at a point where the instructor may have fewer than three (3) days’ notice to the ATC, I understand that the ATC may not have space to handle the exam.
- Arranging an agreed-upon time with the instructor before submitting an online request.
- Making arrangements ahead of time to address any scheduling conflicts with other classes or commitments.
- Contacting my Disability Advisor if I have questions regarding my DAN.
- Contacting my instructor before the exam if I have questions regarding materials allowed.
- Notifying the ATC before the exam if I need to reschedule or cancel an exam in the ATC (e.g. sudden illness or deciding to take the exam with the rest of the class).
- Bringing my UR student photo ID and arriving at least 10 minutes prior to the scheduled exam time so that I can check in and secure all of my personal belongings in a locker.
- Promptly notifying the ATC if I experience any type of question or difficulty during the exam.
- Abiding by the University Honor Code at all times.

I am aware that:

- If the ATC cannot schedule the exam at the requested time, the ATC will promptly contact the instructor and me.
- The ATC uses closed circuit video cameras to monitor student activity in the testing rooms.
- I may not leave the ATC / ATC restroom area until my exam is complete.
- No personal items (including, but not limited to cell phones, electronic devices, smart watches, back packs, bags, food or drinks etc.) will be allowed in the testing room; lockers will be provided for students.
- Except for students with food-specific accommodations, students may only bring a clear bottle of water with no label.
- The ATC is not responsible for lost or stolen items.
- The testing room is a quiet location; if I have a question or problem, I need to leave the testing room to ask a question.
- The ATC will attempt to contact my instructor if I have a question, but the ATC has no control over instructor availability.
- At the end of the exam, all testing materials including formula sheets and scrap paper will be returned to the instructor with my exam materials.