

*Disability Resource Center
University of North Florida
Building 10 Room 1201
620-2769*

Fall 2007

Colleagues,

Disability Resource Center (DRC) staff members are excited to partner with you to ensure equal access for UNF students with disabilities. In anticipation of meeting needs of students, we are offering the following options to faculty members with students who require **extended time or distraction-controlled testing environments** in the DRC. When a student is enrolled in your class and he/she requests a DRC testing room for exam or quizzes, DRC staff will begin the following process:

1. DRC staff will e-mail you an **Exam Information template** that allows you to send us specific information about each exam or quiz. **Please save the template on your computer so you are able to use it throughout the semester!**

2. Please **complete** information on the **Exam Information** template and **reply** to our exam e-mail account: drcexams@unf.edu **Email the DRC** the completed information on the **Exam Information** template **regardless of the exam delivery method you choose** (described below).
 - You will be asked to answer information about exam requirements (for example: length of exam, use of calculator, open-notes, open-book)
 - You will be asked to choose the way in which you will deliver and pick-up the exam (for example: email, fax, DRC visit).

3. **Methods of Exam Delivery:**
 - ✓ You may include the exam with the e-mail as an **attachment** (either a Word document, or scanned document),
 - OR**
 - ✓ You may **bring the exam** to the **DRC office** (Building 10/Room 1201),
 - OR**
 - ✓ You may **fax** the exam to the DRC office (620-3874),
 - OR**
 - ✓ You may **drop off** the exam at the **Dean's office in your particular college at least 24 hours** before the day the exam will be administered.

4. **Methods of Exam Retrieval:**
 - ✓ You may **pick up your exam** at the DRC,
 - OR**
 - ✓ You may request that the exam is **scanned and emailed** back to you
 - OR**
 - ✓ You may request that the exam is **faxed** to you.

Please feel free to offer feedback or input about this process or other suggestions that will strengthen our partnership for UNF students with disabilities. Thank you!

Kris Webb

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