

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: Instructor 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 request so that the ATC receives it at least three (3) business days before the exam. If the request is submitted with 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 student before submitting an online request
- Notifying the ATC before the exam if I need to reschedule or cancel an exam in the ATC (e.g. sudden illness or the student decides to take the exam with the rest of the class).
- Providing the test materials to the ATC at least 24 hours before the exam or notifying the ATC if that is not possible (and providing a delivery time)

I am aware that:

- If the ATC cannot schedule the exam at the requested time, the ATC will promptly contact the student and me.
- When scheduling EXAM LENGTH, if I allow my class to start early or stay late to finish, I need to add that time to the “Class exam time allowed excluding accommodation (minutes)” field. *For example, if the class gets 75 minutes and they are allowed to start 5 minutes early and stay 5 minutes late to finish, I should enter “85” in that field.*
- The ATC uses closed circuit video cameras to monitor student activity in the testing rooms.
- If I need to amend my exam or send a correction, I will email it directly to testingcenter@richmond.edu so that it can be immediately accessed and distributed to the student.
- The ATC will attempt to contact me at the email and/or phone number that I have provided if the student has a question.
- At the end of the exam, all testing materials including formula sheets and scrap paper will be returned to me with exam materials within 24 business hours.