

Please return ASAP to 205 Clark Howell Hall
706-542-7721 or 706-542-8719 (phone) • 706-542-8489 (fax) • dstest@uga.edu

Disability Resource Center Request for Test Accommodations

Professor and Student Guidelines: Please schedule a time to meet privately to discuss test accommodations. When possible, the DRC encourages students and instructors to arrange testing accommodations within the department. **If accommodations can be made within the department, filling out this form is not necessary.**

Tests must be completed within the hours of 8:00 AM-8:00 PM; Monday-Thursday and 8:00 AM-5:00 PM Friday.

Final exams must be completed within the hours of 8:00 AM- 10:00 PM. Summer hours are 8:00 AM-5:00 PM.

Student Name: _____ Phone: _____ UGA E-mail: _____

“810” Number: _____

Course Number: _____ Class Meets: M T W R F Time: _____ Semester: _____

(Ex: PSYC 1101)

Class Location: _____ DRC Specialist: _____

(Building and Room #)

Instructor Name: _____ Phone: _____ UGA E-mail: _____

TA or Dept. Contact Name: _____ Phone: _____ UGA E-mail: _____

**THIS FORM WILL NOT BE ACCEPTED UNLESS IT IS FULLY COMPLETED.
FORM MUST BE HANDED IN AT LEAST ONE WEEK BEFORE EXAM DATE, TWO WEEKS BEFORE THE
FIRST DAY OF FINALS.**

If an unscheduled test is announced, student and instructor should meet to fill out a Reschedule/Additional Test Date form or instructor may email dstest@uga.edu to schedule exam **NO LESS THAN THREE DAYS** before the test date.

TEST DATES	START TIME	END TIME (without accommodations)	TEST INSTRUCTIONS

FINAL EXAM

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MATERIALS ALLOWED: (CIRCLE ALL THAT APPLY—only materials listed below will be allowed):

Pearson Scantron (full sheet) Pearson Scantron (small sheet) Other Scantron: _____ Calculator (Indicate type) _____ Other materials: _____

TEST TRANSPORT: Exams should be at the DRC or ready for pick up 24 hours in advance.

Test to Clark Howell Hall:

Test back to Instructor:

<input type="checkbox"/> FAX to DRC Testing Office (542-8489)
<input type="checkbox"/> Email (dstest@uga.edu)
<input type="checkbox"/> DRC Pick-Up (24 hours in advance)
<input type="checkbox"/> Where? Bldg: _____ Rm: _____
<input type="checkbox"/> Instructor Deliver to 205 Clark Howell Hall

<input type="checkbox"/> DRC deliver hard copy to:
<input type="checkbox"/> Where? Bldg: _____ Rm: _____
<input type="checkbox"/> FAX back to _____ (FAX #)
<input type="checkbox"/> Instructor pick-up 205 Clark Howell Hall
<input type="checkbox"/> Student Return (in sealed envelope)

I authorize the DRC Testing Office to administer the test to the student outlined on this form. It is not possible for me to provide accommodations within the department. I have discussed this form with the student and approve the information provided.

INSTRUCTOR OR TA SIGNATURE: _____ **Date:** _____

I have read and agree to adhere to the policies and procedures outlined on the back side of this form.

STUDENT SIGNATURE: _____ **Date:** _____

Light Blue – DRC Copy Yellow – Instructor Copy Pink – Student Copy

Student and Instructor Reminders

Instructor:

- When possible, we encourage students and instructors to arrange testing accommodations within the department to allow students' access to the instructor during the exam period. If this is not possible, students approved for testing accommodations may utilize facilities at the Disability Resource Center.
- Please meet with the student privately to complete the Test Accommodation Form:
 - Fill in dates, times, and ALL materials allowed, including Scantron Type/Number
 - Indicate test delivery and return methods
 - Sign and date accommodation form
- Review the Professor Letter provided by the student and be advised of the following:
 - Student is responsible for returning form to the DRC Test Accommodations Office one week before first test date.
 - Previously unscheduled exams must be scheduled no less than three days before the test date. The student should request that the instructor submit an email to dstest@uga.edu or sign a "Reschedule/Additional Test Date" form for the student to return to 205 Clark Howell Hall.
 - Detailed contact information, test acquisition and return instructions promote efficient test administration.
 - If the DRC picks up the test, test must be ready 24 hours (excluding weekends) before test time.
- Communicate with the DRC Test Accommodations Office and student ASAP should any issue arise with the test.

Student:

- **Student is responsible for returning form to DRC Test Accommodations Office one week before first test date.**
- Forms for new finals must be handed in **TWO WEEKS** before the first day of final exams.
- Please notify the DRC Test Accommodations Office if:
 - The test is canceled.
 - The test date changes.
 - An unscheduled test is announced.
 - You decide to take the test in class (Also notify the instructor).
 - You drop the class.
- If an unscheduled test is announced, ask the instructor to contact the DRC Test Accommodations Office no less than 3 school days before the test date. The instructor may submit an email to dstest@uga.edu or may sign "Reschedule/Additional Test Date" form for the student to return to 205 Clark Howell Hall.
- Any student arriving more than 20 minutes after an exam is scheduled to start is considered a NO SHOW. The student will be advised to either take the exam in his/her class or speak with the instructor about rescheduling the exam.
- For more information, consult the DRC website: <http://www.drc.uga.edu/>

Please sign the front of this document as acknowledgement that you have read the contents of this document as well as the document "Student Responsibilities for Receiving Test Accommodations" and will adhere to the guidelines set forth as well as abide by the UGA Honor Code (www.uga.edu/ovpi). Your signature indicates understanding that failure to do so may result in loss of testing privileges within the DRC Test Accommodations Office.

Students are expected to abide by the UGA Honor Code by being academically honest in all academic endeavors undertaken while in the DRC Test Accommodations Office. All testing is monitored by closed circuit television or proctored with recording capabilities to ensure adherence to the UGA Honor Code.