MAKING CHANGES TO YOUR DRC TEST SCHEDULE:

TBA tests and changing test dates:

- If your instructor adds, cancels or changes a testing date, send an email to dstest@uga.edu and CC your instructor.

- Include the course name and number, your name, the instructor’s name and the pertinent dates and times so that the Testing Accommodations office and your instructor both understand the changes being made.

- The testing office must receive your email at least three days before the new test date. If your instructor does not give you three days notice, please include this information in this email. (i.e. “Dr. Robinson announced this morning that the test for 2/10 will be given on 2/12 instead.”)

- The Test Accommodations Office will send you an email confirming the schedule change has been made.

Rescheduling tests due to illness or schedule conflict:

- You must test at the same time as your classmates unless your instructor has agreed you may test at a different time.

- If you need to begin a test early to avoid a conflict with another class, it is easiest to discuss this when you first meet with your instructor. Your instructor can write the approved start time on the Test Accommodation Form.

- If you need to test at a different date or time than what is listed on your Test Accommodation Form, please email dstest@uga.edu and CC your instructor at least 3 days before the test date. State that your instructor has given you permission to test at the new date or time.

- The Test Accommodations Office will send you an email confirming the schedule change has been made.

- When rescheduling a test due to illness, the 3 days notice may not be necessary providing enough seats are available.