Student Guidelines for Receiving Testing Accommodations at the Disability Resource Center (DRC)

Meeting with Instructors and Filling out Blue Test Accommodations Forms:

1. Utilize priority registration to avoid time conflicts if you receive extended time as an accommodation. The DRC Testing Accommodations Office is not responsible if you are late or miss a class due to your testing accommodations.

2. Meet with your instructors to discuss testing accommodations. Students and instructors are encouraged to arrange testing accommodations within the department to insure better student access to instructors. If accommodations cannot be made within the department, students need to complete a Test Accommodations Form with each instructor.

3. Students testing within the department do not need to complete and submit a Test Accommodations Form.

4. Contact your disability coordinator immediately if a difficulty arises when discussing testing accommodations with your instructor.

5. Submit the completed Test Accommodations Form to the Testing Accommodations Office no later than one week before the first test, and two weeks before the first day of final exams. Instructors are NOT responsible for returning Test Accommodations Forms. The testing forms will not be accepted if sent via campus mail or fax.

6. The Test Accommodations Form must be complete or it will not be accepted. Instructor contact information must include a valid UGA email address. ELearning Commons is not a valid email.

7. Exams are administered based solely on the information provided on the Test Accommodations Form. Students will be allowed to use only the materials indicated. If you need to make arrangements to start a test at a different time than the rest of the class, the Test Accommodations Form must reflect the adjusted start time.

8. Exams must be scheduled within the hours of 8:00 AM-8:00 PM Monday-Thursday and 8:00 AM-5:00 PM Friday. Final exams must be scheduled within the hours of 8:00 AM-10:00 PM.

9. Arrange for reader services for specialized test materials such as foreign languages, charts, or illustrations in advance with the instructor and your disability coordinator.

Changes to your DRC Test Schedule:

1. If an unscheduled test is announced, a test date is changed, or a student needs to reschedule a test, the student is responsible for emailing the necessary details (Student Name, Class Name, and Test Date/Time) to dstest@uga.edu. The student must cc the instructor on this email. Three days’ notice is required.

2. Notify the Testing Accommodations Office as soon as possible if a test is cancelled, if you decide to take the test in class, or if you drop the class.
Taking Your Test at the DRC:

1. Arrive on time to the Testing Accommodations Office for your test. Students who arrive more than 20 minutes late are considered a no-show, and will be instructed to take the test in the classroom or to speak to the instructor about rescheduling the exam. Students should be prepared to show UGA ID.

2. The Testing Accommodations Office cannot start exams earlier than the appointment time as scheduled on the test accommodations form without written instructor approval.

3. Students are not permitted to study during examination appointments.

4. Bring and use only the materials indicated by the instructor on the Test Accommodations Form. Leave all non-testing materials in the lockers outside of the Testing Accommodations Office. The DRC is not responsible for lost or stolen items.

5. The Testing Accommodations Office is closed when the University is closed. All testing appointments will be rescheduled. The student and instructor can reschedule tests via dstest@uga.edu or by calling the Testing Accommodations Office when the University reopens.

6. Advise the proctors of any personal or medical needs that may arise during testing prior to the beginning of the exam, and notify the proctor immediately should you encounter any difficulty during your test.

7. The DRC Testing Accommodations Office will use students’ UGA email addresses for official correspondence.

8. Students are expected to abide by the UGA Honor Code (http://www.uga.edu/honesty/) and the UGA Student Code of Conduct (www.conduct.uga.edu). All testing is monitored and recorded by closed-circuit television.

NOTE: The DRC is responsible for providing reasonable accommodations in a timely manner. Failure to adhere to the above guidelines may impact the DRC’s ability to provide testing accommodations.

I have read and understand the guidelines outlined above. I understand that failure to follow them could result in the denial of testing privileges at the DRC.

Signature: _______________________________ Date: ________________

Print Name: ______________________________

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