

SPRING 2019



DISABILITY
SERVICES

DIVISION OF STUDENT AFFAIRS

Exam Protocol

The testing area in the Office Disability Services (ODS) is monitored and recorded by closed circuit television. Students must adhere to the following procedures in order to obtain testing accommodations in the ODS.

1. To take an exam student must return both the Student Accommodation Letter (SAL) and Testing Request Form (TRF) signed by the course instructor. TRF's are due at least **five (5) business days** before the first exam. Once the TRF is submitted, **only** your instructor can request changes. **Deadline to schedule final exams differ and will be determined each semester.**
2. Schedule exams within office hours at the appropriate ODS. Remember to factor in your class schedule and any extended time that you may be approved for.
3. Only approved testing materials are allowed in testing area. There are no cell phones, purses, backpacks allowed in the testing room; all items must be locked in ODS locker. ODS is not responsible for lost or stolen articles.
4. Late arrival/missed exams procedures:
 - If you arrive within 30 minutes of your exam time, you may still complete the exam; however, ODS will deduct the amount of time you are late from the exam time.
 - Failure to arrive within 30 minutes of your exam appointment time will result in a rescheduling of the exam, subject to instructor approval.
 - Notify ODS if a test is canceled, or if you no longer need ODS for a particular test.
 - In case of an emergency, students must notify ODS **and** the instructor to reschedule the exam.
5. Before beginning the exam, advise the ODS staff of any needs for breaks. Prepare ahead for snacks and/or medications needed during exams. Please leave testing area clean and clear of debris.
6. Students must remain in the designated testing room. In case of emergency, the incomplete exam must be returned to ODS staff. If a student leaves the room without informing the staff, the exam will be returned to the instructor.
7. Report excessive noise or disturbances during exams to ODS staff.
8. Students must adhere to the Student Code of Conduct <http://codeofconduct.gsu.edu> violating the Student Code of Conduct will result in retrieval of your exam and the incident reported to the instructor.

**EXAM PROTOCOL
ACKNOWLEDGMENT FORM**

By signing below, I acknowledge that I have read, understand and will adhere to the **Exam Protocol** of Disability Services.

Print Name

Signature

Panther ID#

The original signed document will remain on file in the students' academic accommodations records. The student may obtain a copy for their records.

How to Provide Accommodations for Tests (Instructors)

Testing Accommodation Policy and Procedure

Alternative Testing Arrangements

If the Exam is Not Proctored at Disability Services, Appropriate Testing Alternatives Include:

- Testing within the instructor's department (i.e. instructor then provides accommodations).
- The instructor providing an audiotape of the specialized material (i.e. foreign language, charts, diagrams, or illustrations).
- Modifying the format of the test according to universal design.

Instructor Responsibilities

1. Respond to student's requests for an office appointment in order to discuss accommodations with the student.
2. Read and sign the Letter of Accommodation during your office appointment with the student. You may want to keep a copy of it as well.
3. Complete and sign the Instructor section of the Testing Request Form (T.R.F.) when the student presents it to you. You may want to keep a copy of the form as well.
4. Return the completed T.R.F. to the student. It is the student's responsibility to return the form to the Office of Disability Services (ODS).
5. ODS must receive the T.R.F. no later than **five (5) business days** prior to the first scheduled test date. Note: Submitting a T.R.F. does not guarantee testing accommodations at ODS. Testing accommodations at ODS are provided on a "first-come, first-served" basis.
6. Subsequent test dates may be added to the student's testing schedule in writing via email directly from the instructor to ODS. We must receive information about the new dates no later than **two (2) business days** prior to the new test date.
7. Send final exam dates/times in writing via email no later than **two (2) weeks** prior to the last day of class.
8. If you have pop quizzes and believe the student should not know the dates/times, please contact ODS and make testing arrangements directly. Send the dates/times for pop quizzes in writing via email no later than **one (1) business days** prior to the quiz date.

10. If circumstances require a cancellation or other change in a test schedule, this information must be submitted to ODS in writing via email from the instructor no later than **two (2) business days** prior to the newly requested date and time. ODS may not be able to accommodate final exam changes with less than two weeks' notice.

11. If a student misses a test, ONLY, with the instructor's permission in writing to ODS, may the student's exam be rescheduled. Per our Exam Protocol policy, the student needs to collaborate with their instructor and agree on a makeup date and time. The instructor is the only one who can submit any changes to student's exams once a T.R.F. has been submitted to ODS. The instructor may submit the new makeup testing date/time to ODS in writing (via: email, fax, or new T.R.F.) no later than two (2) business days prior to the new test date.

Disability Services' Responsibilities

1. Prepare Letters of Accommodation for all approved students. These letters verify that the student has a disability which requires testing accommodations and gives suggestions pertaining thereto.

2. Collect the completed Testing Request Form (T.R.F.) form and return it to the student, who is responsible to return it to the Office of Disability Services (ODS)

3. Schedule and proctor student tests, quizzes, and exams according to the submitted T.R.F. on a "first-come, first-served" basis and as resources permit.

4. Organize and facilitate pickup and delivery of tests and exams based upon written instructions from instructors on T.R.F.

5. Request changes in prescheduled testing and/or non-scheduled testing for students only when lack of resources necessitate.

6. Maintain records of the testing accommodation process.

NOTE: ODS is responsible for providing reasonable accommodations in a timely manner. Noncompliance on the part of the student with the procedures stated above may result in delays in or denial of the provision of accommodations.

Alpharetta - alpcds@gsu.edu
Decatur - deccds@gsu.edu

Atlanta - accesstesting@gsu.edu
Dunwoody - duncds@gsu.edu

Clarkston - clacds@gsu.edu
Newton - newcds@gsu.edu

PLEASE PRINT LEGIBLY
Testing Request Form

**MUST BE RETURNED
 BY STUDENT**

Student Name _____ Panther ID: _____ Phone: _____

1. Campus: _____ Subject/Course #: _____ Semester/ Year: _____

Day(s) Class meets: _____ Start Time: _____ End Time: _____

Instructor's Name (print) : _____

Classroom Location: Bldg. _____ Room: _____ On-Line Course?

2. Do you need a room with specific technology? No ___ Yes ___ (specify) _____

Circle the testing accommodations you are approved to use if applicable during your exams:

Text-to-Speech / Dictation / Computer / CCTV / Reader / Scribe / Interpreter / Other _____

Complete # 3 - 5 with your instructor.

3. Student's Testing Schedule (If additional space is needed, please complete another T.R.F.)

Day M - T - W - TH - F	Date MM / DD	Start Time	Time Given in Class (Hours and Minutes)

4. Instructor, please select ONE exam delivery method:
- ___ Exam sent via E-mail (include students' name and course).
 - ___ Deliver the exam to Disability Services.
 - ___ On-Line Exam

5. Instructor, please select ONE exam return method.
- ___ E-mail within 1 business day.
 - ___ Student returns in a sealed envelope.
 - ___ Retrieval of exam by designated individual from Disability Services
 - ___ On-Line Exam
 - ___ Deliver the exam to _____ within 3 business days. (N/A for Summer Semester)
- Building Room Atlanta Campus only

Instructor & Student Acknowledgement Statement:

By signing this document, we both have reviewed and approve the student's testing schedule. As the student, I am responsible for knowing my exam schedule and responsible for communicating any requests to change this schedule to my instructor first. As the instructor, I understand that it is my responsibility to notify Disability Services of any changes to this testing schedule.

Student's Signature: _____ Email: _____ Date: _____

Instructor's Signature: _____ Email: _____

Instructor's Phone: _____ Date: _____

(Office or Department)

