Exam Protocol - Atlanta - access@gsu.edu

The testing area in the Access and Accommodations Center (AACE) is monitored and recorded by closed circuit television. Students must adhere to the following procedures in order to obtain testing accommodations in AACE.

1. To take an exam student must make sure that both the Student Accommodation Letter (SAL) and Testing Request Form (TRF) have been received and reviewed by the course instructor (electronically or paper) and AACE has acknowledgement of receipt. TRF’s are due at least five (5) business days (one full week) before the first exam. Once the TRF is submitted, only your instructor can request changes by email. **Deadline to schedule final exams differ and will be determined each semester.**

2. Schedule exams at the same time as classes, or as soon as possible to allow for accommodations such as extra time. If scheduling request is outside of AACE office hours, be sure to contact the AACE Testing Coordinator at least five (5) business days (one full week) in advance to make sure staff is assigned to proctor during your exam time.

3. Only approved testing materials are allowed in testing area. There are no cell phones, electronic devises, purses, or backpacks allowed in the testing room; all items must be locked in AACE locker. Euless approved by instructor or AACE staff. AACE 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, AACE 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 AACE if a test is canceled, or if you no longer need AACE for a particular test.
   - In case of an emergency, students must notify AACE and the instructor to reschedule the exam.

5. Before beginning the exam, advise the AACE 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 AACE 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 AACE 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.

** If less than five (5) business days, we will attempt to accommodate based on space, staff, and availability of exams; but cannot guaranty all exam scheduling. **
EXAM PROTOCOL
ACKNOWLEDGMENT FORM

By signing below, I acknowledge that I have read, understand and will adhere to the Exam Protocol of the Access and Accommodations Center (AACE).

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Panther ID#</th>
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The original signed document will remain on file in the students’ academic accommodations records. The student may obtain a copy for their records.

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