



FACULTY INFORMATION FOR ACCOMMODATED TESTING

Students with disabilities are responsible for requesting test accommodations by following the Disability Resource Center's (DRC) policies and procedures, which include making an appointment with faculty to discuss proper arrangements for these accommodations. Test accommodations can be provided within your department without the involvement of our office, in the event that both student and faculty needs can be met without DRC assistance.

A student who is registered with the Disability Resource Center will bring Professor Letters to their appointment to discuss test accommodations.

- A student registered with the Disability Resource Center who wants to use the Test Accommodations Office facilities must fill out the Blue Testing Accommodations Form with his/her professor.
- When filling out the Blue Testing Accommodations Form with your student, it is important for faculty members to include the following:
 - What, if any, materials are allowed for use in the exam.
 - The name and number of the Scantron to be used on the exam.
 - The amount of time that the regular class will receive for the exam.
 - The method for pick-up and delivery of the exam.
- Exams can be picked up via DRC courier, delivered to the DRC by the professor, emailed, or faxed to 706-542-8489.
- We ask faculty members choosing to use our pick-up service to have the test available for on-campus pick up 24 hours before the test appointment.
- Faculty members who prefer to send the test to our office via fax or e-mail are encouraged to make the exam available 24 hours prior to the test appointment.
- Email reminders will be sent to faculty members in the days preceding the test. We ask that you respond to the reminder to notify our office of the time when the test should be expected.
- If any changes are made in the date or time of the exam, or in the materials allowed for the exam, we must be made aware of these changes in writing (email will be acceptable) prior to the exam administration period.

Please contact me or the student's Disability Specialist if you have any questions or concerns. For other disability related information please visit our website at www.drc.uga.edu.

Thank you for your cooperation.

Angela Cote, Disability Testing Specialist
Disability Resource Center
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