



## GUIDELINES FOR PLACEMENT TESTS WITH ACCOMMODATIONS

First year students may be required to take placement tests in certain subject areas. The Orientation Program Office will notify students which tests are required. Due to possible scheduling conflicts during Orientation, **it is strongly recommended that students schedule placement exams prior to their Orientation session.** The following guidelines are for students who are eligible and intend to use testing accommodations for their placement tests.

1. Register with the Disability Resource Center (DRC) by following appropriate procedures and schedule a date and time to take the placement tests.
2. Inform your disability specialist, if at all possible, at least two weeks prior to the date of testing to ensure that appropriate arrangements can be made. Students requiring a scribe, reader, or adaptive technology and those taking a foreign language placement test are strongly encouraged to contact DRC as early as possible to allow time for accommodations to be arranged.
3. Arrive for your scheduled tests and leave all unauthorized materials including jackets, hats, book bags, and cell phones in the testing office.
4. Advise the disability testing specialist or test proctor of any personal or medical needs that may arise during testing prior to the beginning of the exams.
5. Inform the disability testing specialist or test proctor immediately if you encounter any difficulty or concern during your testing.
6. Adhere to the "Academic Honesty Policy" defined in the policy manual, *A Culture of Honesty*, the University of Georgia Office of the Vice President for Instruction, [www.uga.edu/ovpi](http://www.uga.edu/ovpi): "Academic honesty means performing all academic work without plagiarism, cheating, lying, tampering, stealing, receiving unauthorized or illegitimate assistance from any other person, or using any source of information that is not common knowledge."
7. Be advised that the test facilities at DRC are monitored by closed circuit television with recording capabilities.

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.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's Signature    Date

