



GUIDELINES FOR REGENTS TESTS WITH ACCOMMODATIONS

Student Responsibilities:

1. Register with the Disability Resource Center (DRC) by following appropriate DRC procedures.
2. Provide appropriate documentation to validate request for testing accommodations.
3. Inform your Disability Specialist of the need for accommodations for the Regents' Tests at least two weeks prior to the test registration deadline, as posted by the DRC in accordance with the "Schedule of Classes."
4. If testing accommodations are approved by the DRC, contact your Disability Specialist to register to take the Regents' Tests with accommodations at the DRC and to complete the Test Accommodations form.

Note: If student is enrolled in remedial reading (RGTR0198) and/or remedial writing (RGTE0199), student must bring permission slip(s) to the DRC Test Accommodations office on or before test date. Regents' exams will not be administered without proper permission slip(s).

5. Arrive at the Test Accommodations office at least ten (10) minutes prior to the scheduled test time.
6. During the test, students are allowed to bring and use only the materials that have been indicated on the Test Accommodations form. Leave all unauthorized materials including jackets and book bags in the Test Accommodations office.
7. Should you encounter any difficulty or other concern during your test, please inform a proctor in the Test Accommodations Office immediately.
8. Students accommodated with testing services at the Disability Resource Center are expected to adhere to the Academic Honesty Policies as stated by the University of Georgia Office of the Vice President of Academic Affairs (OVPAA). Please be advised that the testing facilities at the DRC are monitored by Closed Circuit Television with recording capabilities.

Note: If student has registered for Regents' Tests with disability specialist before the deadline, there is no need to register with University Testing Services.

Disability Resource Center Responsibilities:

1. Disability specialist will present student's request, along with documentation, to other professional staff to determine if request is an appropriate accommodation.
2. If approved, disability specialist will facilitate completion of Test Accommodations form and send the form to the DRC Support Services Coordinator.
3. Disability specialist will complete database Regents' Testing form to give to the DRC Support Services Coordinator.
4. The DRC will coordinate with University Testing Services to register student for Regents' Test and to arrange for receipt and return of the tests.
5. The DRC Testing office will schedule students' Regents' exams according to the submitted Test Accommodations forms on a "first-come, first-served" basis and as resources permit.
6. Assist the student with the test accommodations process.

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

_____ **Print Student's Name**

_____ **Student's Signature**

_____ **Date**

Revised: July 2007 Found in DRC Procedures