



STUDENT RESPONSIBILITIES & GUIDELINES FOR RECEIVING TEST ACCOMMODATIONS

- Register with the Disability Resource Center (DRC) by following appropriate intake procedures.
- Pick up “professor letter” packets and “Test Accommodation Forms” from the Disability Resource Center (DRC), 1st Floor Clark Howell Hall, at the beginning of the semester.
- Meet with instructors to discuss what test accommodations you require. If you need to test at the DRC, complete the “Test Accommodations Form” with each instructor and obtain the instructor’s signature.
- Arrange reader services for specialized test materials such as foreign languages, charts, or illustrations in advance with the instructor and Disability Specialist.
- Contact your Disability Specialist immediately for assistance if a difficulty arises when talking with your instructor (i.e., instructor is unable to complete the blue form, instructor questions the legitimacy of accommodation, or extended time presents a scheduling conflict).
- Submit the completed and signed test accommodations form to the Test Accommodations Office by **one week** before the first test date, and **two weeks** before the date if it is a final exam. **Instructors are NOT responsible for returning blue forms.**
- Test dates that are "to be announced" or changed should be arranged through the Disability Testing Specialist and your instructor via e-mail or a "Test Reschedule Form."
- Arrive at the Test Accommodations Office on time for your test. Students who arrive more than 20 minutes late for a scheduled exam are considered a “no-show.” “No-shows” will be advised to take the test in the classroom or speak to the instructor about rescheduling the exam.
- Students are not permitted to study during examination appointments.
- Bring and use only the materials indicated by the instructor on the “Test Accommodations Form.” Leave all materials such as jackets, hats, book bags, and cell phones in the lockers outside of the Test Accommodations Office. The DRC is not responsible for lost or stolen items.
- Students are expected to abide by the UGA Honor Code: “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.” **All testing is monitored by closed-circuit television with recording capabilities.**
- Advise the Disability Testing Specialist of any personal or medical needs that may arise during testing prior to the beginning of the exam. Should you encounter any difficulty or other concern during your test, please inform a proctor in the Test Accommodations Office immediately.

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.

Signature: _____

Date _____

Print Name _____

Revised: August, 2007 Found in DRC Procedures