

## Instructions for Testing Accommodations

Accessibility Services, 123 Row Hall, [counseling@westga.edu](mailto:counseling@westga.edu), (678) 839-6428,

<http://www.westga.edu/accessibility>

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### Face to Face Courses

#### Two Options for Testing Accommodations:

- Students and instructors may choose a location determined by the instructor, such as his/her office or an available conference room near his/her office. Some programs of study proctor their own tests so they will also provide an appropriate space.
- Students may test at UWG Carrollton-Academic Testing Services (ATS); instructions provided below. For Newnan, contact Teri Lewis at least one week in advance at (678) 839-2300 or [tlewis@westga.edu](mailto:tlewis@westga.edu) to make arrangements.

#### How to schedule your tests with UWG Carrollton-Academic Testing Services (ATS):

- Email your SAR to ATS at [testwest@westga.edu](mailto:testwest@westga.edu). You only need to email your SAR once per semester unless your accommodations change.
- Call (678) 839-6435, email ([testwest@westga.edu](mailto:testwest@westga.edu)) or visit ATS (108 Strozier Hall) to schedule your testing appointments. We prefer that you schedule all of your exams at the beginning of the semester but we will allow appointments up to 48 business hours ahead of time in rarer circumstances. We have a limited staff and space, so the more in advance you can schedule your appointments the better for everyone.
- Your test time should include the time the class is testing. For example, if you have a test in your 11:00 – 12:15 class and then have another class from 12:30 - 2:00, you should schedule the test (for time-and-a-half of 112 minutes) beginning at 10:00 to ensure you have enough time to make it to your 12:30 class.
- Once you have scheduled your testing with ATS, you **MUST EMAIL** your instructor with the arrangements that you have made **PRIOR TO EACH** test to ensure your test will be available at ATS. We prefer to receive your testing materials a week in advance from your instructor, so please communicate in advance.
- If you are entitled to Assistive Technology or personal assistance accommodations, you **MUST** contact ATS two weeks prior to your test.
- Do not go to class on test day if you are testing at ATS. You will report to ATS unless instructed to do otherwise.

**PLEASE NOTE:** When registering for Standardized Tests such as the GRE, GACE, MCAT, or NCLEX, you must contact those testing entities directly and follow their instructions and procedures. **Also, if you wish to receive extra time on any online quizzes and/or tests for your on campus classes you need to discuss this with your instructor. You will need to send a reminder email 2-3 days prior to any scheduled tests and quizzes so that the instructor can appropriately increase the time you are allowed.**

## Letter to Students from Academic Testing Services

TO: Accessibility Services Students  
FROM: Academic Testing Services (testwest@westga.edu)  
SUBJECT: Classroom Test Accommodations

Academic Testing Services (108 Strozier Hall, (678) 839-6435) is one campus resource available to assist students with documented learning and/or physical disabilities who require special test accommodations. Please understand that we have limited office staff so we appreciate you scheduling as far in advance as possible. While our office is generally open Monday - Friday from 8 a.m. until 5 p.m., there are occasions when other obligations take precedence.

### **The following reminders will make the testing process easier for you:**

- It will not always be possible to test you at the same time/on the same day the class is taking the test. Obviously the more advance notice about a test, the better for all involved. If you have syllabi which include prospective test dates, tentative testing appointments can be made for an entire semester. **It is your responsibility** to schedule the appointments, but it is helpful if you have already talked with the instructor about how much freedom we have in scheduling the exam.
- **It is your responsibility** to make a specific testing appointment with ATS. That is the only way to make sure that you have enough time to complete the test. You must **make appointments at least 48 business hours in advance**, but earlier is ideal. When the test is completed, our office will return it to the instructor in whatever way has been agreed upon.
- Even though your instructor and our office may have made some basic arrangements, **it is your responsibility** to remind your instructor when you are taking the test and how/when that test will be delivered.
- **It is your responsibility** to be on time for your appointment and ready to start. Requests to be allowed an extra 15 - 30 minutes to study will not be honored. In addition, you are expected to have all necessary materials with you (scantron, calculator, pen/pencil, etc.).
- If the instructor changes or cancels the test date, **it is your responsibility** to let ATS know. If you cancel a test date (because of illness, for example), you should also inform ATS. You will also need to let your instructor know. We will keep the test for a few days until we hear from the instructor regarding what we should do. ATS will not allow you to take the test late unless we have permission from the instructor to let you "make it up."
- If you need specific accommodations other than time and space (such as the use of a computer or the need to have your test read and transcribed), it is your responsibility to tell ATS that when you make your appointment. Additional time is required when scheduling appointments that require a scribe or transcriber.
- With your cooperation, ATS will make every effort to provide you with the opportunity to test in a setting that allows you to show your mastery of the material.

## Online/eCore Courses

Communicate clearly and in a timely manner via email with your instructor that you wish to have your accommodation of extra time on all tests, quizzes and timed assignments for the entire semester.

### **You have three options for an approved proctored testing site:**

- Off Campus: A list of proctored testing sites approved by UWG is available on the [eCore website](#). These sites require three week advance scheduling and **may charge a fee**.
- On Campus: You may contact Academic Testing Services (678) 839-6435 at least one week in advance to make your appointment. For testing at Newnan, contact Ms. Teri Lewis at (678) 839-2300 or [tlewis@westga.edu](mailto:tlewis@westga.edu). **PLEASE NOTE:** You must test during the testing site's normal hours of operation. Inform the testing site of your accommodations when you schedule and take a hard copy of your SAR to the test. Inform your instructor of your testing site and date via email as soon as you make the appointment.
- A Facility Provided by Your Instructor: You and your instructor would work out this arrangement.

**PLEASE NOTE CONCERNING eCORE COURSES:** Every eCore class requires a proctored midterm, a proctored final, or both. This requirement will be stated clearly on the course syllabus. These exams must be administered at an approved eCore testing site (<https://ecore.usg.edu/current-students/proctored-exams-information>).

- For any proctored eCore exam, you must schedule with the testing site at least **THREE WEEKS** in advance.
- You must test during their normal hours of operation.
- Testing sites charge for proctoring services, so be sure that you know what will be expected of you when you appear to take your eCore exam.
- You must forward your accommodations to [etesting@westga.edu](mailto:etesting@westga.edu) at least **THREE WEEKS** prior to your test date.