Accommodated Testing Information for Faculty

Please make every effort to provide tests to Student Disability Services or the testing center no later than one (1) day in advance of the test date.

There are assorted reasons for this request:

- All tests have to be processed and entered into the system.
- Some tests have to be scanned so the student can use the screen reader accommodation.
- Tests that come in at the last minute, and/or tests that are not here at all, may cause extra stress for students who are already anxious.
- Some days are extremely busy with many students testing. Receiving the tests in advance avoids chaos in what should be a quiet testing environment.

Of course, the above is only applicable if the student does his or her part in reminding you, in a timely manner, to send the test to Student Disability Services.

**Gainesville Campus:**
The on-line form is located on the SDS Faculty Information webpage. From this page you can link to “Test Referral Form” to submit a new form and to “Submitted Test Referral Forms” for follow up on previously completed referral forms. The test can be attached electronically to the referral form or hand delivered to the SDS office located in the Dunlap Mathis Building, Room 107, if necessary. Send all correspondence regarding students testing with accommodations on the Gainesville campus please contact Darla Rush or 678-717-3855 with any concerns or questions.

**Dahlonega Campus:**
The on-line form is located on the SDS Faculty Information webpage. From this page you can link to “Test Referral Form” to submit a new form and to “Submitted Test Referral Forms” for follow up on previously completed referral forms. The test can be attached electronically to the referral form or hand delivered to the Testing Center in Stewart Center 224, if necessary. Send all correspondence regarding students testing with accommodations on the Dahlonega Campus please use sdrexams@ung.edu or call Mrs. Norma Smith at 706-867-2857. With the exception of finals, test must be completed during standard UNG office hours.

**Oconee Campus:**
Forms can be picked up from the Testing Center or from Judy Taylor’s mail slot in the Faculty/Staff workroom or completed on-line. The on-line form is located under SDS/Faculty Information webpage. From the page you can link to “Test Referral Form” to submit a new form and to “Submitted Test Referral Forms” for follow up on previously completed referral forms. The test can also be emailed or hand delivered to the Testing Center in Room 201 in the 200 building or placed in Judy Taylor’s mail slot in the Faculty/Staff workroom. Please contact Judy L. Taylor or phone 706-310-6308 with any questions or concerns.

**Cumming Campus:**
Please follow Gainesville Campus instructions above for test submission. If hand delivering tests, please do so to the SDS office located in room 237. If it’s after hours, instructors may drop off tests by using the drop box located outside our office. Please contact Student Disability Services or call 470-239-3137 with questions or concerns.

If you encounter issues accessing the content on this web page, or require the content in another format, call Student Disability Services at 678-717-3855 or email Student Disability Services