

# UNIVERSITY OF NORTH GEORGIA

## TESTING INFORMATION – In the classroom

Students registered with Student Accessibility Services (SAS) eligible to receive testing accommodations can receive these directly from their instructors when possible. The following are answers to questions that instructors may have when assisting students within their department.

1. How do I know what testing accommodation(s) to provide?

Students approved for testing accommodations will provide you with an accommodation notification from the SAS office indicating the extended time, quiet or private room, use of computer, large print, or the use of a scribe or reader. Specific accommodations are indicated on the accommodation notification.

2. What constitutes a quiet room?

A quiet room is a testing locale with minimal interruptions and limited noise. Smaller classrooms with few students or a quiet office would be suitable. It is important to discuss the proposed testing environment with the student in order to determine the appropriateness of the testing environment.

3. Should I contact the SAS office when providing testing accommodations within my classroom?

It is not necessary for the instructor to contact SAS when providing testing accommodations within the department nor is it necessary to complete the Testing Referral form.

## TESTING INFORMATION – In the office of Student Accessibility Services

Students are required to schedule each test using the online test request form. Faculty members will receive an email with pertinent information each time a test is scheduled for one of their classes. There will also be a computer generated reminder email sent to the

faculty member 2 days prior to the test. Please note that this is an automatic courtesy reminder and does not necessarily mean we have not received the test.

Please make every effort to provide tests to our office no later than a day in advance of the test date.

- The test has to be processed and entered into our 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.

Each test requires a completed Testing Referral form.

The on-line referral link can be found on this webpage. You may also view test referral forms that have previously been submitted by clicking on the link “Submitted Test Referral Forms”

We prefer that all professors use the on-line testing referral form if possible.

Referral forms require the information on items students are allowed to use and how the test should be returned to the faculty member.

Tests can be attached to the actual referral form at the time of submission.

Some tests that are not in a Word Document or PDF format may be difficult to attach and will have to be sent directly to the SAS office.

**NOTE:** The SAS does not expect you to change course guidelines or standards. The purpose of accommodations is to ensure equal educational opportunity. Please contact Student Accessibility Services if you have any questions or concerns about providing test accommodations.

If you require this document in an alternative format, please contact Student Accessibility Services at 678-717-3855