

**Disability Resource Center
Clayton State University
Edgewater Hall, Room 255
678-466-5445
DisabilityResourceCenter@clayton.edu**

Student Responsibilities for Testing

Students who desire disability-related testing and classroom accommodations must be registered with the Disability Resource Center (DRC). Once registered, students who are approved for testing accommodations should follow the procedures below.

The provision of accommodations is a shared responsibility between the student, faculty members, and the Disability Resource Center. Discuss testing accommodations with your professors as early in the semester as possible to explore solutions to scheduling conflicts or other logistical problems. **Remember, faculty are not obligated to provide accommodations until receiving a student's Accommodation Letter.**

Options for Test Administration with Accommodations

Students have several options for testing with accommodations including:

1. In the DRC office, scheduled at a professor-approved time. It is expected that students' tests will be scheduled at the usual class time, unless this would interfere with class attendance or other academic demands, or occur outside regular DRC business hours.
2. With the rest of the class, at the regularly scheduled test time and location
3. With professor/proctor at a mutually agreed upon time/location (e.g., the instructor's office/department, vacant classroom, etc.)

Guidelines for Testing at the DRC

DRC Office Hours: Monday-Friday, 8:00 AM--5:00 PM

By appointment: 5:00-7:00 PM, M-Th, whenever possible. (Minimum of one week prior notice is required.)

1. Students should make an appointment to present and discuss the Accommodation Letter with each professor in whose class testing accommodations are needed.
2. Students who opt to test in the DRC must schedule appointments for each test as early as possible. Initial appointments, changes and updates for daytime tests, other than final exams, **must be made at least 48 business hours prior to test time. Evening tests require a minimum of one week prior notice. Final exam appointments should be scheduled at least two weeks prior to the test date.** Students are expected to adhere to this policy in order for the testing process to proceed smoothly and efficiently.
3. Notification of cancellations should be made as soon as the student is aware that he/she will not be testing.
4. Exam appointments may be arranged or cancelled by contacting the DRC
 - by phone at **678-466-5445**
 - by e-mail at **DisabilityResourceCenter@clayton.edu**
 - in person at **Edgewater Hall, Room 255.**

5. Students are expected to test at the same time as their class, unless a conflict exists. For alternatives, refer to the section above, ***Options for Test Administration with Accommodations***.
6. Professors will be notified if a student fails to take a scheduled exam.
7. Arrive on time for testing. Tardiness, up to 20 minutes, will result in reduction of testing time. Students who are more than 20 minutes late will be permitted to test at the DRC only with the approval of their professors.
8. Students should arrive with all items needed to take the exam, including scantron forms, pens, pencils, approved calculators, etc. The DRC does not supply scantron forms.
9. If the professor permits scratch paper, it must be provided by either the professor or the DRC. Students will not be permitted to use their own scratch paper. The need for specialty paper will be addressed on a case-by-case-basis. If required, "blue books" must be provided by the student, but will be examined by DRC staff prior to the start of the test.
10. Personal items such as book bags, cell phones, hats, purses, etc. must remain outside the testing room in the designated storage units. The DRC is not responsible for personal belongings.
11. Food and drink may not be consumed in the testing rooms when using office technology, however disability-related needs will be accommodated.
12. Students will be audio/video-recorded while testing, and are subject to all university codes of conduct. Violations of academic integrity will be reported to the student's professor and to the Community Standards Officer.

Students Testing at the Fayette or Henry County (dual enrollment) Sites

Students needing test accommodations at the Fayette or Henry County sites should contact their professors to make specific arrangements. Should students run into any problems scheduling exams with accommodations please contact the Disability Resource Center at 678-466-5445.

By signing this form, I verify that I understand and will comply with the policies and procedures above.

Student Name (Printed)

Student Signature

Date

DRC Staff Member Signature

Date