

# Georgia State University

## Disability Services Testing Accommodation Policy and Procedures

### STUDENT RESPONSIBILITIES

1. Register with the Office of Disability Services (ODS) by following appropriate ODS procedures.
2. Provide appropriate documentation to validate request for testing accommodations.
3. Pick up Letter of Accommodation packets and Request for Individualized Testing Accommodation forms from ODS at the beginning of the semester.
4. Meet with each of your instructors to discuss testing and the accommodations you require. If you need to test at ODS then you must complete the Request for Individualized Testing Accommodation form with your instructor. Your instructor must sign the RITA form and include the scheduled times and dates of tests, and indicate the materials, if any, you will be allowed to bring and use during testing. Note: Do not leave form with instructor to be filled out. It is the student's responsibility to fill out and return this information to ODS. Testing accommodations a ODS are provided on a "first-come, first-served" basis.
5. Communicate with instructors about providing appropriate alternatives for specialized materials like foreign languages, charts, or illustrations.
6. Communicate with instructors about providing appropriate alternatives for exams that must be taken outside of the Disability Services office hours.
7. Providing a qualified reader identified by the instructor as familiar with the subject matter. Note: Disability Services will not be responsible for providing reader services for testing situations as outlined above.
8. Contact the appropriate Disability Services Staff person for assistance if a difficulty should arise (i.e. instructor unavailable to complete the RITA, instructor questions legitimacy of accommodation, different accommodations are desired, or extended time presents a scheduling conflict).
9. Return the RITA form to the Disability Services office **no later than two business days (48 hours) prior** to the first test date. Subsequent dates may be added to your testing schedule **no later than two business days (48 hours) prior**

**to the new test date. Final exams need to be scheduled two weeks prior** to the last day of class.

10. If circumstances require a cancellation, additional date, or other change in your test schedule, this information must be submitted to the Disability Services in writing (email, fax, etc.) from the instructor. ODS must receive this information no later than two (2) business days prior to the newly requested date and time. The Disability Services office may not be able to accommodate students who request final exams to be scheduled or changed with less than two weeks notice. It is the student's responsibility to approach the instructor and ask for the updates as needed.
11. Arrive at Disability Services on time for your testing appointment. Students who arrive more than 30 minutes late for a scheduled exam are considered a "no-show." Students who "no-show" will be advised of their responsibility to go to the classroom to take the exam or speak to the instructor about rescheduling the exam in accordance with all the Testing Accommodations Guidelines and Testing Policies.
12. Bring and use only the materials that have been indicated by the instructor on the RITA form. Leave all unauthorized materials including jackets, hats, book bags, and cell phones outside the testing area. We are not responsible for lost or stolen items.
13. Note: Computer use during testing for students who do not receive computerized accommodations will only be allowed if pre-approved and if the student brings a formatted, blank disk.
14. Advise the Exam Coordinator or test proctor of any personal or medical needs that may arise during testing prior to the beginning of the test. Should you encounter any difficulty or other concern during your test, please inform a proctor in the testing area immediately.
15. If your instructor indicates on the RITA form that Breaks are allowed: When taking a break, you must hand the test to a proctor and obtain it again upon your return. No extra time is allotted for these breaks unless warranted by your accommodations. You may not leave the building during a test. All books, book bags, coats, etc. must remain in the Testing office.
16. Adhere to the Academic Honesty Policies as stated by the Student handbook. Please be advised that the testing facilities at ODS may be monitored by cameras with recording capabilities.

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**ALTERNATIVE TESTING ARRANGEMENTS**

**Appropriate Testing Alternatives Include:**

1. Testing within the instructor's department (i.e. instructor then provides accommodations).
2. The instructor providing an audiotape of the specialized material (i.e. foreign language, charts, diagrams, or illustrations).
3. Modifying the format of the test according to universal design.

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**INSTRUCTOR RESPONSIBILITIES**

1. Respond to student's requests for an office appointment in order to discuss accommodations with the student.
2. Read and sign the Letter of Accommodation during your office appointment with the student. You may want to keep a copy of it as well.
3. Complete and sign the Instructor side of the Request for Individualized Testing Accommodation form (RITA form) when the student presents it to you during an office appointment. You may want to keep a copy of the form as well.
4. Return the completed RITA to the student. It is the student's responsibility to return the form to the Office of Disability Services.
5. Disability Services must receive the RITA form no later than two business days (48 hours) prior to the first scheduled test date. Note: Submitting a Request for Individualized Testing Accommodation form does not guarantee testing accommodations at ODS. Testing accommodations at ODS are provided on a "first-come, first-served" basis.
6. Subsequent test dates may be added to the student's testing schedule in writing (email, fax, etc.) directly from the instructor to ODS. We must receive information about the new dates **no later than two business days prior to the new test date.**
7. Send final exam dates/times in writing (email, fax, etc.) **no later than two weeks prior to the last day of class.**
8. If you have pop quizzes and believe the student should not know the dates/times, please contact the Exam Coordinator and make testing arrangements directly. Send the dates/times for pop quizzes in writing (email, fax, etc.) **no later than two business days prior to the quiz date.**
9. If circumstances require a cancellation or other change in a test schedule, this information must be submitted to ODS in writing (email, fax, etc.) from the

instructor no later than two (2) business days prior to the newly requested date and time. ODS may not be able to accommodate final exam changes with less than two weeks notice.

10. With the instructor's permission, Disability Services will allow one make-up day/amenesty day per week for students who missed their testing appointment. Make-up day/amenesty day for missed exams is the Friday of the business week in which the test date is scheduled. Instructors can indicate or decline permission on the Instructor section of the RITA form. Blank responses will be interpreted as NO.
11. If a student misses a testing appointment and does not have permission to utilize the make-up day/amenesty day, then the student must contact the instructor and the instructor may submit the new testing date/time to ODS in writing (email, fax, etc.) **no later than two business days prior to the new test date.**

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**DISABILITY SERVICES' RESPONSIBILITIES**

1. Prepare Letters of Accommodation for all approved students. These letters verify that the student has a disability which requires testing accommodations and gives suggestions pertaining thereto.
2. Collect the completed Request for Individualized Testing Accommodation (RITA) forms from students in suite 230, Student Center.
3. Schedule student tests, quizzes, and exams according to the submitted RITA forms on a "first-come, first-served" basis and as resources permit.
4. Organize and facilitate pick up and delivery of tests and exams based upon written instructions from instructors on RITA forms.
5. Request changes in prescheduled testing and/or non-scheduled testing for students only when lack of resources necessitate.
6. Maintain records of the testing accommodation process.

**Note:** ODS is responsible for providing reasonable accommodations in a timely manner. Noncompliance on the part of the student with the procedures stated above may result in delays in or denial of the provision of accommodations.