

**Georgia State University**  
**Disability Services**  
**Testing Accommodation Policy and Procedure**

**ALTERNATIVE TESTING ARRANGEMENTS**

**If the Exam is Not Proctored at Disability Services, 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.