DALTON STATE COLLEGE TESTING CENTER

Location: Liberal Arts Building, Room 103
Staff: Cathy Jackson, Testing Center Specialist
Email: testing_center@daltonstate.edu; Phone 706 272-2606

Disability Support Services Procedures
The Testing Center does not accept walk-in testers nor provide unlimited time for testing unless indicated by the DSS Coordinator.

FACULTY RESPONSIBILITIES:

• Discuss with the student the specific test proctoring/accommodation needs and plans.
• Complete and sign the Accommodation Agreement form (provided by student). Return form to student.
• Complete a Proctoring form for each test.
• Provide on Proctoring form the procedure to follow if Testing Center needs additional information to administer the test during the testing session if instructor is in class or unavailable.
• Deliver test and proctoring form to the Testing Center by 3:00 pm the day before the exam.

The test/assignment should be delivered in a sealed envelope. (Be sure to check the box informing the Testing Center how you wish to receive the test after it is completed.) You may send an entire semester of tests if that would be helpful.

STUDENT RESPONSIBILITIES:

• Contact the Testing Center by phone, email, or in person to schedule your tests. Tests MUST BE scheduled at least 48 hours in advance.
• Give test days and times to your instructor through email, by phone, or in person as soon as possible. Instructor will send test to Testing Center.
• Arrive on time for scheduled testing date.
  *If you arrive more than 10 minutes late for testing, you may, depending on availability, be required to reschedule your test in order to utilize all of your accommodations.
  *If you are absent for a scheduled test, you must contact the instructor to discuss whether you are able to make the test up, and then contact the Testing Center to reschedule.
• If POSSIBLE, take tests during regular class test time. If your schedule does not permit this, you will be permitted to take the test at a time convenient for you between 8:00 am the day before and 5:00 pm the day after the test.
• If POSSIBLE, take tests between 8:00 am- 5:00 pm. If your schedule does not permit, special arrangements will need to be made. Some evening hours are available to accommodate evening classes.
• Pay proctor fee (if required) in the Business Office (706-272-4435), located in the Westcott Building; the Testing Center no longer accepts payment. You must present the receipt to the Testing Center in order to take your test.

TESTING CENTER RESPONSIBILITIES:

• Provide the student with the specified accommodations(s).
• Ensure tests are administered utilizing Proctor Form guidelines provided by the faculty member for each test.
• Ensure test security
• Return the test as specified by the instructor. If a test is not taken by a student, it will be held in the Testing Center for up to 2 weeks and then returned to the instructor through intercampus mail.

I have read and understand that it is my responsibility to schedule each test in the Testing Center and to notify my instructor of scheduled dates. I understand that I cannot test if I have not scheduled an appointment at least 48 hours in advance (emergencies will be taken into consideration).

__________________________________________  __________________________________________
Student Signature       Testing Center Staff

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