



## TESTING CENTER

Liberal Arts Building, Room 103  
Cathy Jackson, Testing Center Specialist  
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### **General Testing Procedures & Disability Access Procedures:**

*The Testing Center does not accept walk-in testers nor provide unlimited time for testing unless indicated by the Associate Director of Disability Access.*

#### **FACULTY RESPONSIBILITIES:**

- Discuss with the student the specific test proctoring/accommodation needs and plans.
- Complete and sign the accommodation agreement form (provided by student). This form will need to be returned to the student.
- Complete a proctoring form for each test.
- Provide on proctoring form the exact procedure(s) the Testing Center staff needs follow.
- Deliver test and proctoring form to the Testing Center **by 3:00 pm the day before the exam.**

#### **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 your 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 8:00am the day before and 5:00pm the day after the test.
- If possible, take tests between 8:00am – 5:00pm. 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 accommodation(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).*

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Student Signature

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Testing Center Staff