

### **Student Guidelines for Testing at Accessibility Services**

- Students who request to test with a proctor in the Accessibility Services Office must schedule testing as early as possible. **Test scheduling must be made at least 48 hours (2 business days) prior to test time.** Students are expected to adhere to this policy to ensure the testing process is efficient. Please notify your professor once you have scheduled your test. **If you require an alternative test format, please schedule your test one week prior to ensure test will be ready.**
- Test proctoring appointments may be scheduled or cancelled by contacting Accessibility Services
  - phone 256-233-8143
  - email [Patrice.broaden@athens.edu](mailto:Patrice.broaden@athens.edu)
  - In person on the second floor of Sandridge Student Center, Room 122.
- Please notify Accessibility Services of any cancellations or changes as soon as you are made aware of them.
- **Professors will be notified if a student misses a scheduled exam.**
- Please arrive on time for your scheduled testing appointment. If you are not on time, it will result in a reduced testing time. **Students who are more than 15 minutes late will be permitted to test at Accessibility Services only with the approval of their professor.**
- Please arrive to take your test with all required materials: pens, pencils, approved calculators, Scantrons, and “blue books.”
- Remember, you will be held to the same testing policy that your professor outlines in their syllabus.