



## **Student Procedures for Testing Accommodations**

- Utilize priority registration to avoid time conflicts if you receive extended time as an accommodation. SDS is not responsible if you are late or miss a class due to implementing your testing accommodations.
- It is your responsibility to notify SDS if difficulty arises when planning testing accommodations.
- At the start of each semester, meet with your instructors to provide the Faculty Notification Letter (FNL) and arrange for testing accommodations. Students and instructors are encouraged to make testing arrangements within the department. This ensures the student has access to the instructor.
- If testing accommodations cannot be made within the department, it is your responsibility to submit a test appointment request with advance notice in Owl Accommodate.

### The following are the procedures for scheduling testing appointments with SDS:

1. Testing appointments must be requested no later than 5 business days before the test date. Deadlines to schedule Fall/Spring Final Exams will be sent to your KSU student email every semester.
2. Testing appointments can be requested up to 30 days in advance. Please be aware there is limited seating. Seating is on a first-come, first-serve basis.
3. SDS proctors tests between the hours of 8:00 am to 4:45 pm Monday-Friday. Testing hours for finals during Fall and Spring semester are extended. It is your responsibility to schedule sufficient time and to arrive on time.
4. You must take your test in SDS at the same time that the class is taking the test unless the professor specifically approves otherwise.
5. When scheduling your appointment in Owl Accommodate, please indicate whether you will need access to a computer and/or access to approved assistive technology.
6. Notify SDS immediately if the circumstances of your scheduled testing appointment change.
7. If SDS does not receive the testing materials from your professor, you will receive an email informing you of an appointment cancelation. Follow up with your professor to make alternate arrangements.

### Taking your test at the SDS Office:

1. Arrive at least 5 minutes before appointment for check-in and exam instructions. Failure to arrive within 15 minutes of the scheduled appointment may result in rescheduling.
2. Present valid photo ID at appointment check-in, such as a Driver's License/Permit, State ID, Passport, Military ID or KSU Student ID.



Student Success Services

Student Disability Services

3. Only testing materials approved by the instructor are permitted for use during testing. Light snacks and other items may be allowed in the testing room at the discretion of the test proctor.
4. Advise the test proctor in advance of any personal or medical needs that may arise during testing. Notify the proctor immediately should you encounter any difficulty during your test.
5. The testing rooms are monitored by cameras to ensure academic integrity. Use of unauthorized materials in the testing area will be reported to the faculty, who determines the appropriate course of action. Repeated infractions of the academic honesty policy may result in exclusion from testing in SDS.
6. In the event of an emergency evacuation, the following procedures will be followed:
  1. Save electronic work on the computer desktop (if time allows).
  2. Exit the testing room and return your test immediately to the nearest SDS staff member.
  3. Safety is our first concern. If time permits, students may reclaim personal belongings.
  4. Stay with SDS staff at all times while away from the testing area. No access to electronic devices, textbooks, notes, or other materials is allowed. Academic integrity rules still apply.
7. The SDS Office is closed when the University is closed. The student can reschedule tests by emailing [sds@kennesaw.edu](mailto:sds@kennesaw.edu) or by calling the SDS office when the University reopens.

The following are the procedures for scheduling eCore Exams:

1. Email your FNL to your eCore instructor. Also send your FNL to the eCore Testing Coordinator at: [etesting@westga.edu](mailto:etesting@westga.edu).
2. You will need to fill out and submit the online eCore exam request form at <https://ecore.usg.edu/current-students/proctored-exams-information>.
3. Request a Testing Appointment in Owl Accommodate based on your approved eCore appointment.
4. KSU charges a proctoring fee of \$25.00 per exam due at the time of your appointment by money order or check. Payments are payable to KSU. Students will not be tested without payment.

By my signature, I affirm that I have read these policies, that I understand them, and that I agree to abide by the above policies when testing in the Student Disability Services area.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
KSU ID #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date