

# **THE OFFICE OF ACCESSIBILITY AND TESTING SERVICES**

## **STUDENT GUIDEBOOK 2024-2025**



**ACCESSIBILITY AND  
TESTING SERVICES**



## Instructions for Requesting and Using Your Student Accommodation Report

Ed Center Rm 229, [accessibility-services@westga.edu](mailto:accessibility-services@westga.edu), (678) 839-2328

<http://www.westga.edu/accessibility-testing/>

### What is your Student Accommodation Report (SAR)?

Your SAR is an official confidential document that explains that you are entitled to classroom and/or testing accommodations on our campus based on your disability. It has two sections:

- The first section provides some basic information about the impact of your disability.
- The second section explains each accommodation to which you are entitled.

PLEASE NOTE: You are not required to share your SAR with every instructor. You may choose which courses you wish to use your accommodations and only share your SAR with those instructors. Discuss with our Accessibility and Testing Specialist if you are unsure whether to use any of your accommodations for a particular course.

### How do you get your SAR?

- Each semester, you will receive an email from the Office of Accessibility and Testing Services, with a link to a form to renew your SAR for the next semester. Please ensure you complete the form before the deadline. The earlier you complete it, the earlier you receive your valid SAR.
- Our office will then email your SAR, including student and faculty instructions, in a PDF attachment to your UWG email. We will email you if there is difficulty with fulfilling your request.
- Review ALL of the information in the attachment. You are responsible for all information that is provided.
- These PDF documents have several safety features, so your instructors will know they are authentic. Do not try to change your SAR. If you need something changed, e-mail [accessibility-services@westga.edu](mailto:accessibility-services@westga.edu).

### How do you give your SAR to your instructors?

#### ***For face-to-face courses:***

At the beginning of the semester, you must email your SAR and other documents from the attachment to any instructor whose courses you wish to receive accommodations with a message that you will follow up in person within a week to discuss your SAR.

- Meet with your instructor in a private office setting (during office hours is best) at the beginning of each semester to discuss which accommodations you wish to use. You can also meet with them before or after class in the classroom.
- Students who present the SAR later in the semester will be accommodated; however, retroactive accommodations cannot be given.

***For UWG Online/eCore courses:***

- You must email your SAR and other documents from the attachment to your instructor as soon as you wish to receive accommodations. (PLEASE NOTE: For eCore courses, email [etesting@westga.edu](mailto:etesting@westga.edu))
- You must discuss your SAR and the accommodations you wish to use, via email or virtually with your instructor

*Please NOTE: We encourage you to send your SARs to your instructor(s) as soon as you receive it. Delay in sending it to them may result in your inability to utilize your accommodations.*

## **Support Services That Are Available To You**

The following support services are available at UWG for all enrolled students. If you have a need that cannot be addressed by one of these resources, please reach out to our accessibility and testing specialist who can provide a referral to the appropriate service/department.

***Advising Center*** (<https://www.westga.edu/student-services/advising/>)

- The Advising Center provides information about advising and registration, provides appropriate course recommendations to keep you on track, and can teach you how to use the tools for self-advisement that UWG offers. Contact the Advising Center, located in the UCC, via email [advising@westga.edu](mailto:advising@westga.edu) or by phone at (678) 839-5342.

***Career Services*** (<https://www.westga.edu/student-services/careerservices/>)

- Career Services provides career counseling to help you decide on a major and/or career path, assists with job searches, both student employment and after you graduate, and can help you with your resume and interviewing skills. Contact Career Services, located in Third floor of UCC, via email [careers@westga.edu](mailto:careers@westga.edu) or by phone (678) 839- 6431.

***Center for Academic Success*** (<https://www.westga.edu/student-services/cas/>)

- The Center for Academic Success provides free tutoring in all core classes, supplemental instruction (peer led study sessions) in many core classes, academic coaching, and academic success workshops. Please discuss possible accommodations for tutoring with your Accessibility Counselor. Information about accommodations are available on the Accessibility Services website. Contact the Center for Academic Success, located in the UCC, via email [cas@westga.edu](mailto:cas@westga.edu) or by phone at (678) 839-6280.

***Center for Adult Learners and Veterans*** (<https://www.westga.edu/student-services/calv/>)



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- The Center for Adult Learners and Veterans provides services and programs for adult learners, veterans, and their families. Contact the Center for Adult Learners and Veterans, via email at registrar@westga.edu or by phone at (678) 839-6438.

***Comprehensive Community Clinic*** (<https://www.westga.edu/academics/education/ccc/>)

- The Comprehensive Community Clinic provides services to students with speech, language, and hearing difficulties. Contact the clinic, located in the College of Education, via email ccc@westga.edu or by phone (678) 839-6145.

***Counseling Center*** (<https://www.westga.edu/student-services/counseling/>)

- The Counseling Center provides free confidential counseling services for all enrolled students. Contact the Counseling Center, located in Row Hall, via email counseling@westga.edu or by phone at (678) 839- 6428.

***Writing Center*** (<https://www.westga.edu/academics/university-college/writing/>)

- At the University Writing Center, faculty and graduate tutors can assist you with all areas of the writing process. They offer free 30-minute and hour-long individual tutorials and welcome students from all disciplines, at any level. Please discuss possible accommodations for tutoring with your Accessibility Specialist. Information about accommodations is available on the Accessibility and Testing Services website. Contact the Writing Center, located in Boyd 205, via email writing@westga.edu or by phone at (678) 839-6513.

## **Early Registration**

- You **MUST** be advised by your academic advisor before registration opens. Even if you do not have an advising hold, it is strongly recommended by Accessibility and Testing Services that you meet with your advisor. If you are unsure of who your advisor is, please contact the department of your major and/or the Advising Center. Be sure your advisor removes your advising hold.
- Ensure you let your advisor know that you have early registration as they are able to look up the date for you.
- For instructions on how to register see the instructions provided [HERE](#).
- You will be notified via email by the registrar's office when the early registration opens should you qualify.
- If you have any **HOLDS** on your account, you **will NOT** be able to register. Please make sure to take care of all holds before the registration period begins.
- If you experience a problem with entering your early registration, you may email our accessibility specialist and your advisor (from your my.westga.edu email address) for assistance.



## Instructions for Testing Accommodations

### *Face to Face Courses*

Two Options for Testing Accommodations:

1. Students and instructors may choose a location determined by the instructor, such as his/her office or an available conference room near his/her office. Some programs of study proctor their own tests so they will also provide an appropriate space.
2. Students may test at either of our Testing Services location; instructions provided below. For Newnan, contact Nicole Martin at least one week in advance at (678) 839-2300 or [newnantesting@westga.edu](mailto:newnantesting@westga.edu) to make arrangements. For Carrollton, please use the bookings link [here](#) or contact Leah Jones at [testwest@westga.edu](mailto:testwest@westga.edu) to schedule an appointment if the requested time is not available.

### *How to schedule your tests with Testing Services (ATS):*

- Email your SAR to the Accessibility and Testing Office at [testwest@westga.edu](mailto:testwest@westga.edu). You only need to email your SAR once per semester unless your accommodations change.
- Email ([testwest@westga.edu](mailto:testwest@westga.edu)) or use the Bookings link at least one week in advance to schedule your test. You can schedule for the entire semester if you know your test dates.
- Your test time should include the time the class is testing. For example, if you have a test in your 11:00 – 12:15 class and then have another class from 12:30 - 2:00, you should schedule the test (for time-and-a-half of 112.5 minutes) beginning at 10:00 to ensure you have enough time to make it to your 12:30 class.
- Once you have scheduled your testing with ATS, you MUST EMAIL your instructor with the arrangements that you have made PRIOR TO EACH test to ensure your test will be available at ATS.
- If you are entitled to Assistive Technology or personal assistance accommodations, you
- MUST contact ATS two weeks prior to your test.
- Do not go to class on test day if you are testing at ATS at the same schedule time as your class. You will report to ATS unless instructed to do otherwise.

PLEASE NOTE: When registering for Standardized Tests such as the GRE, GACE, MCAT, or NCLEX, you must contact those testing entities directly and follow their instructions and procedures. Also, if you wish to receive extra time on any online quizzes and/or tests for your on campus classes you need to discuss this with your instructor. You will need to send a reminder email 2-3 days prior to any scheduled tests and quizzes so that the instructor can appropriately increase the time you are allowed.



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## Letter to Students from Testing Services

The Office of Accessibility and Testing Services is one campus resource available to assist students with documented learning and/or physical disabilities who require special test accommodations. Please understand that we have limited office staff, so we appreciate your scheduling as far in advance as possible. While our office is generally open Monday - Friday from 8 a.m. until 5 p.m., there are occasions when other obligations may take precedence.

*The following reminders will make the testing process easier for you:*

- It will not always be possible to test you at the same time/on the same day the class is taking the test. Obviously the more advance notice about a test, the better for all involved. If you have syllabi which include prospective test dates, tentative testing appointments can be made for an entire semester. It is your responsibility to schedule the appointments, but it is helpful if you have already talked with the instructor about how much freedom you have in scheduling the exam.
- It is your responsibility to make a specific testing appointment with ATS. That is the only way to make sure that you have enough time to complete the test. You must make appointments at least 48 hours in advance (excluding weekends), but earlier is ideal. When the test is completed, our office will return it to the instructor in whatever way has been agreed upon.
- Even though your instructor and our office may have made some basic arrangements, it is your responsibility to remind your instructor when you are taking the test and how/when that test will be delivered.
- It is your responsibility to be on time for your appointment and ready to start. Requests to be allowed an extra 15 - 30 minutes to study will not be honored. In addition, you are expected to have all necessary materials with you (scantron, calculator, pen/pencil, etc.).
- If the instructor changes or cancels the test date, it is your responsibility to let ATS know. If you cancel a test date (because of illness, for example), you should also inform ATS. You will also need to let your instructor know. We will keep the test for a few days until we hear from the instructor regarding what we should do. ATS will not allow you to take the test late unless we have permission from the instructor to let you.

Sincerely,  
ATS Team!



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