

Exam Protocol

The testing area in the Access and Accommodations Center (**AACE**) is monitored and recorded by closed circuit television. Students must adhere to the following procedures in order to obtain testing accommodations in **AACE**.

1. To take an exam student must make sure that both the Student Accommodation Letter (SAL) and Testing Request Form (TRF) have been received and reviewed by the course instructor (electronically or paper) and **AACE** has acknowledgement of receipt. TRF's are due at least **five (5) business days (one full week)** before the first exam. Once the TRF is submitted, **only** your instructor can request changes by email.
2. Schedule exams at the same time as classes, or as soon as possible to allow for accommodations such as extra time. If scheduling request is outside of **AACE** office hours, be sure to contact the AACE Testing Coordinator at least five (5) business days (one full week) in advance to make sure staff is assigned to proctor during your exam time.
3. Only approved testing materials are allowed in testing area. There are no cell phones, electronic devices, purses, or backpacks allowed in the testing room; all items must be locked in **AACE** locker, unless approved by instructor or **AACE** staff. **AACE** is not responsible for lost or stolen articles.
4. Late arrival/missed exams procedures:
 - If you arrive within 30 minutes of your exam time, you may still complete the exam; however, **AACE** will deduct the amount of time you are late from the exam time.
 - Failure to arrive within 30 minutes of your exam appointment time will result in a rescheduling of the exam, subject to instructor approval.
 - Notify **AACE** if a test is canceled, or if you no longer need **AACE** for a particular test.
 - In case of an emergency, students must notify **AACE** and the instructor to reschedule the exam.
5. Before beginning the exam, advise the **AACE** staff of any needs for breaks. Prepare ahead for snacks and/or medications needed during exams. Please leave testing area clean and clear of debris.
6. Students must remain in the designated testing room. In case of emergency, the incomplete exam must be returned to **AACE** staff. If a student leaves the room without informing the staff, the exam will be returned to the instructor.
7. Report excessive noise or disturbances during exams to **AACE** staff.
8. Students must adhere to the Student Code of Conduct <http://codeofconduct.gsu.edu> violating the Student Code of Conduct will result in retrieval of your exam and the incident reported to the instructor.

**** If less than five (5) business days, we will attempt to accommodate based on space, staff, and availability of exams; but cannot guaranty all exam scheduling. ****

EXAM PROTOCOL ACKNOWLEDGMENT FORM

By signing below, I acknowledge that I have read, understand and will adhere to the Exam Protocol of AACE) — —

Print Name	Signature	Panther ID#
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