

Testing Center Guidelines

The provision of accommodations is a shared responsibility between the student, faculty, and the Office of Disability Services (ODS). Students who have exam accommodations may take their exams at the Testing Center. It is important to note that some academic departments or faculty members may have their own plans for the provision of accommodations and may require students to test within the department. Prior to scheduling any exams with the Testing Center, the student must 1) provide the Faculty Notification Letter to the instructor and 2) meet with and discuss the provision of accommodations with the instructor. This is an essential student responsibility and provides a way for the student and instructor to explore solutions to scheduling conflicts or other logistical problems.

Hours of Operation

- Normal Hours of Operation: 8:00 am – 5:00 pm, Monday to Friday
- Hours of Operation During Finals: 8:00 am – 9:00 pm
- The Testing Center observes designated Institute holidays and campus closures due to inclement weather and natural disasters. If the Institute is closed, the Testing Center is also closed.

Scheduling Guidelines

- Students must schedule exams (tests, quizzes, and midterms) at least **3 business days** in advance. Requests must be submitted through AIM: <https://bear.accessiblelearning.com/gatech/>.
- Students may schedule an exam for an incomplete course. The request must be made by email at least three business days in advance.
- Exams scheduled with the Testing Center must be taken within the hours of operation. Any remaining test time at the end of the business day will be forfeited.
- Students should cancel their appointment(s) in AIM as soon as they know that it will not be needed. If that is not possible, the student should inform the Testing Center via phone or email.
- Students are permitted **1 late pass** per semester. Requests to use a late pass must be made by email at **2 business days** in advance. Late passes are granted on a first-come, first-served basis and subject to availability of staff and space. Requests made after 5:00 pm will be processed the next business day. Requests to schedule an exam the day before the exam will not be approved under any circumstances. **Late passes are not given for final exams.**
- Students are expected to schedule their exams at the same time as the class, unless doing so impacts attendance for another course or would fall outside of the Testing Center's operating hours. If a conflict exists, the student must consult with the instructor prior to scheduling the exam.
- Students who experience difficulties scheduling their exam three business days in advance in AIM should call or email the Testing Center **immediately** to resolve any technical difficulties.
- Students will receive a confirmation email one business day prior to the exam date. The location of the student's exam will be included.

Test-Taking Guidelines

- Students should arrive at least 5 minutes prior to the exam to check in. Students may start their exam up to 10 minutes early. Students who arrive up to 20 minutes after their scheduled start time may be allowed to take their exam; however, the student's allotted exam time will be reduced by the length of their tardiness. Students who arrive more than 20 minutes after their scheduled start time will only be permitted to take the exam upon instructor approval.

- Students must show a valid form of identification upon check-in. Acceptable identification includes a GT Buzzcard, driver's license, learner's permit, and a state-approved identification card.
- No testing materials are allowed outside of the testing area at any given time.
- Students should inform the proctor of any personal or medical needs that may arise during testing, prior to starting their exam, and students should notify the proctor immediately should they encounter any difficulties during their exam.
- Students must inform the proctor prior to any types of breaks. Students may not leave with their belongings, including but not limited to bookbags, purses, or electronic devices. Exceptions may include water bottles, snacks, loose change, and sanitary or hygienic items only when permitted by the proctor. Breaks longer than 10 minutes may be reported to the instructor.
- Light snacks and beverages may be allowed at the discretion of the proctor. Food packages should be opened before entering the testing area so that it does not disturb others.
- Scratch paper can be provided upon request. Students may not use their own scratch paper. The need for specialty paper will be addressed on a case-by-case basis, when requested in advance.
- Upon check-in, the proctor will provide the student with their start time (i.e. when they can begin their exam) and stop time (i.e. when they must stop their exam). Students are responsible for keeping track of their testing time. Personal timers are available upon request.
- Students who have questions regarding their exam may ask the proctor to contact the instructor. The allotted exam time will not be adjusted.
- Only items listed by the instructor may be permitted for testing. Unauthorized materials including but not limited to cellphones, smartwatches, electronic earphones and headphones, purses, and bookbags must be stored away in a designated area. The Testing Center does not have secured lockers and is not responsible for lost or stolen items. If a student is found to have prohibited item(s), the exam may be suspended, and the incident will be reported to the instructor.
- Proctors may collect note sheets (or notecards) after a student has completed their exam. Students who would like their note sheets/cards returned should make the request by email. Generally, such requests can be fulfilled in one business day.

Final Exam Guidelines

- Students must schedule final exams through AIM at least **10 business days** in advance. The available blocks for scheduling final exams are 8:00 am, 11:30 am, and 2:45 pm. Students may not schedule final exams that will occur during reading periods.
- In the event a student who has an accommodation for extended test time has two final exams in one day, the second exam may, at the election of the student, be considered a conflicted examination. The student is responsible for contacting the professor of the course that needs to be rescheduled **before** the scheduling deadline if they plan to utilize the Testing Center for that exam.
- Students should plan to check in **30 minutes** prior to any final exam. Additional instructions will be emailed to students one business day prior to each final exam block.

Violations of Academic Integrity

- Students are expected to abide by the Georgia Tech Academic Honor Code. Violations of academic integrity will be reported to the Office of Student Integrity and the course instructor.
- Violations of academic integrity include but is not limited to the following: giving or receiving unauthorized assistance of any kind, using aids not authorized in writing by the instructor, attempting to take a test for someone, failing to follow test regulations or instructions from Testing Center staff, causing a disturbance of any kind, removing or attempting to remove exam materials or scratch paper from the testing areas, sharing a calculator with examinees, sharing notes with other examinees, and talking during an exam.

NOTE: The Disability Services Testing Center provides reasonable accommodations in a timely manner. Failure to adhere to the above guidelines may impact the office's ability to provide exam accommodations.