Exam Protocol

Students taking exams at the Office of Disability Services must adhere to the following procedures.

1. To take an exam students must return both the Student Accommodation letter and Request for Individualized Testing Accommodations Form (R.I.T.A) signed by the course instructor five (5) business days before the first exam.

2. R.I.T.A. forms submitted after five (5) business days are subject to availability.

3. Schedule exams within office hours as outlined below. Remember to factor in your extended time accommodation and class schedule.
   - Fall and Spring Semester:
     Monday, Wednesday, and Friday 8:30a.m-5:15p.m.
     Tuesday and Thursday 8:30a.m-8:00p.m.
   - Summer Semester:
     Monday – Friday 8:30a.m-5:15p.m.

4. Late arrival/missed exams procedures:
   - If you arrive within 30 minutes of your exam, you may still take it; however, Disability Services will deduct the amount of time you are late from the exam time.
   - Failure to arrive within 30 minutes of your exam may result in a rescheduling.
   - In case of an emergency, students must notify Disability Services and the instructor to reschedule the exam.

5. Only approved testing materials are allowed in testing area. Disability Services is not responsible for lost or stolen for articles.

6. The testing area is monitored by closed circuit television.

7. Students must adhere to the Student Code of Conduct http://codeofconduct.gsu.edu.

8. Report excessive noise or disturbances to staff.
ACKNOWLEDGMENT FORM

By signing below, I acknowledge that I have read, understand and will adhere to the Exam Protocol of Disability Services.

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<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Panther ID#</th>
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