

HESI A2 Student Accommodation Instructions

Students needing testing accommodations are able to test on UWG's Carrollton campus in the office of Academic Testing Services. Please find instructions and deadlines below.

Total Cost: \$98

Test Date Options, Exam Begins at 10am:

- **Monday, November 21:** start of Thanksgiving week holiday, no classes (deadline to send SAR and pay for exam is November 7)
- **Monday, December 12:** start of Christmas holiday, no classes (deadline to send SAR and pay for exam is: November 28)
- **Friday, January 6:** last day before Spring 2017 classes start on January 9 (deadline to send SAR and pay for exam is: December 23)

If you require accommodations in addition to extended time, please contact Academic Testing Services directly to discuss your test plan (see contact info below).

Step 1: Documentation

Students will need to send their Student Accommodation Report (SAR) via email to the Director of Academic Testing Services at UWG, Ms. Francie Taylor two weeks prior to the test date. (ftaylor@westga.edu). If students do not have a SAR, then they will need to provide documentation of their disability to Accessibility Services and meet with an Accessibility Services counselor to determine appropriate accommodations so that a SAR can be created. Once documentation has been provided, students can expect to be able to schedule a meeting with Accessibility Services within three business days. Documentation forms, guidelines, contact information, and more about the process are provided on the Accessibility Services website at www.westga.edu/accessibility.

Step 2: Submit Test Registration Request Form to the School of Nursing

- [Click Here to access the registration form!](#)
- Once you submit the form, a representative from the School of Nursing will work with you to begin the registration process through the Elsevier Evolve website. This initial registration fee will be \$37 and you will pay it online when registering. There will be a separate \$61 fee required for Academic Testing Services at UWG on your test date.

Step 3: Prepare for Your Exam Date

- No later than two weeks prior to selected test date (see dates above), notify the Academic Testing Services office of your selected test date as well as submit the SAR.
Academic Testing Services
110 Strozier Hall, Carrollton Campus 678-839-6435
- Prepare payment of \$61 in a Money Order payable to UWG to bring on the day of your exam. (The exam cost of \$98 is paid by all examinees regardless of whether or not accommodations are provided.)