

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: \$111

Test Date Options, Exam Begins at 9am:

- **Monday, November 19:** start of Thanksgiving week holiday, no classes (deadline to send SAR and pay for exam is November 5)
- **Monday, December 17:** start of Winter Break, no classes (deadline to send SAR and pay for exam is: December 3)
- **Friday, January 4:** last day before Spring 2019 classes start on January 7 (deadline to send SAR and pay for exam is: December 20)

Step 1: Documentation

Students will need to send their Student Accommodation Report (SAR) via email to the Director of Academic Testing Services at UWG, Dr. Carrie Melius two weeks prior to the test date. (cmelius@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 is provided on the Accessibility Services website at www.westga.edu/accessibility. Please be advised that this could take up to 60 days to get initial SAR documentation in place. Students should be mindful of the timeline in regards to which HESI A2 exam date they select.

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 \$40 and you will pay it online when registering. There will be a separate \$71 fee required for Academic Testing Services at UWG, due 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 office of Academic Testing Services of your selected test date as well as submit the SAR. They will confirm your Evolve registration and information for the test. Direct any questions to:
Academic Testing Services 678-839-6435
110 Strozier Hall, Carrollton Campus
- Prepare payment of \$71 in a Money Order payable to UWG to bring on the day of your exam.