



Accessibility and Testing Services Faculty Guidebook

Ed Center Rm 229, accessibility-services@westga.edu, (678) 839-2328

<http://www.westga.edu/accessibility-testing/>

What is the Student Accommodation Report (SAR)?

The SAR is an official confidential document that explains what a student is entitled to in the classroom and testing center that ensures an equitable chance at learning and succeeding. It details the accommodations they are approved for. Instructors are to adhere to these closely to make sure the university keeps to USG standards and policies.

Before accepting and implementing an SAR for a student, please make sure it has the valid semester which will be the current semester in which the SAR is being presented. If it does not, professors should encourage the student to renew as soon as possible.

PLEASE NOTE: The SAR is the student's confidential information. Please keep this document secure and do not discuss the student's information with other parties unless it is implied in the report, such as Testing Services, or you are given permission by the student to do so.

Our Mission

The Office of Accessibility and Testing Services at the University of West Georgia is committed to providing access to campus resources and opportunities to allow students with disabilities to obtain a quality educational experience at UWG.

Who Qualifies?

All accommodations, and the supporting documentation required, are in compliance with The University System of Georgia's Board of Regents standards and policies. Disabilities may be temporary or permanent and are categorized into three areas: physical, psychological and learning disorders.

Receiving Services

Students meet with an Accessibility and Testing Services Specialist to review their documentation, determine eligibility for accommodations, and discuss procedures for utilizing accommodations, as well as available resources. A Student Accommodations Report (SAR) is provided, via email, for students once their disability and the appropriate accommodations have been determined.

Student Process:

Students request their SARs each semester through our office, Accessibility and Testing services. They receive their SAR, along with instructions via email, in a secure PDF attachment.

Students then forward the SAR, and accompanying instructions, to the instructors for the classes (including eCore/online) for which they wish to use any or all of their accommodations.

Students should then follow up with a discussion of the accommodations they wish to use in the classroom and/or on tests with each instructor. This meeting could be in person in a private office setting, or via email or phone as needed. This step must not be omitted.

PLEASE NOTE: It is recommended that students present and discuss the SAR at the beginning of each semester. Students who present the SAR later in the semester must be accommodated: however, retroactive accommodations cannot be given.

Students are expected to advocate for themselves. They are responsible for arranging their own accommodations with each instructor, per assignment and test as needed.

Letter to Faculty from Accessibility and Testing Services (ATS)

The Office of Accessibility and Testing Services, Ed Center, Rm 229, 678-839-6435, is one campus resource available to assist students with documented disabilities requiring special test accommodations. This assistance works best when we agree on what ATS can and cannot do with regard to your students who are eligible for accommodations. Please understand that we have limited office staff, so we appreciate your understanding and flexibility, when necessary. While the ATS office is generally open Monday - Friday from 8 a.m. until 5 p.m., there are occasions when other obligations may take precedence. ATS appreciates your willingness to be as flexible as possible in using our services to administer tests to those with special needs.

The following reminders will enable our office to provide a level of service that maintains the integrity of your tests and allows ATS to meet obligations to West Georgia:

- It is your responsibility to get the test to ATS in whatever way you feel comfortable (campus mail, personally delivered, e-mail attachment, etc.), and our office will be responsible for returning the test in whatever way is specified by you. We make every attempt to return the test the same day it is taken, but on occasion, the test is not returned until the next day. If you wish, you may pick up the test.
- Unless the student is to pick up the test from you and bring it to ATS, you should be sure the test arrives well before the student does. It is very frustrating for the students when they arrive with no test to take. Please include with the test all pertinent information such as whether or not the student can use books/notes, must show photo id, must provide a scantron, may use a calculator, and so forth.
- Although ideal, it is not always possible to test a student at the same time/on the same day the class is taking the test. Obviously, the more advance notice about a test, the better for all involved. If you have syllabi which include the prospective test dates, tentative testing appointments can be made for an entire semester. Scheduling the appointment is the student's responsibility, but it is helpful if you have already given the student some options with regard to a "testing window."

- Scheduling is especially critical when midterms and finals are involved. Per our policy, students must schedule exams at least 48 hours in advance (excluding weekends), although earlier is best.
- The easiest requests to meet are those that require space and supervision. However, when the request is to read a test or have essay answers dictated and then transcribed (in the case of a student with visual impairments, for example), several hours may be involved; this will again require flexibility on your part as far as scheduling is concerned.

Please contact us if you have any questions or concerns regarding testing students with accommodations.

Thank you for always working with us,

The Office Accessibility and Testing Services

229 Ed Center

678-839-6435

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