Discuss your testing accommodations with your instructors and remind them to send the exam to testing at least one week before your exam(s), including testing procedures they need us to follow (instructions, materials allowed, etc.).

Contact the testing office at least one week prior to the test to schedule your time and notify your professor that you will be testing with us. (Tip: You can schedule for the entire semester at the beginning of the semester if you have all test dates on your syllabi).

Arrive at the Education Center (Rm 229) during your scheduled testing time to take your exam.

If you are using extended time on an online exam, remind your professor adjust your time a few days before the exam.

Email your SAR to Testing: testwest@westga.edu.