



## **Faculty FAQs-Test\*\* Accommodations**

### **➤ I received a Faculty Notification Letter (FNL). What does this mean?**

The Faculty Notification Letter verifies that the student is registered with Student Disability Services (SDS) and lists their specific test accommodations. The FNL serves to notify that if a student decides to use their accommodations for a specific test, they are approved to do so. If you have any questions or need clarification of approved accommodations, please contact the SDS Office.

### **➤ When is the student required to notify me if they plan to use their test accommodations?**

Students must provide the FNL to instructors and discuss a plan to access accommodations. Students may provide the FNL later in the semester, however, SDS notifies students that accommodations are not retroactive.

### **➤ Can Faculty provide the student's test accommodations?**

Yes. Professors should attempt to fully accommodate the student. If it is not feasible to provide the accommodations in the classroom or department, you can refer the student to SDS. Please be aware that if you accommodate the student in the classroom, the accommodations must be provided as described in the FNL. For example, if a student's accommodation includes a "low-distraction room" in which to take the test, the student must be provided with a quiet room free of both visual and auditory distractions as much as possible.

### **➤ Will the student take the test at the same time as the class?**

It is the student's responsibility to make a testing appointment with SDS at least **5 Business Days before the test date**. The student is expected to take the test on the same day and time as the class. However, there are three exceptions to this policy:

1. If the test is outside of the SDS testing hours
2. If the time accommodation will interfere with another class or test.
3. If the student schedules with 5 business days advance notice, but space is unavailable, an alternative test time may be considered.

The student is responsible for obtaining approval from the instructor for an alternate date and/or time. If they do not, the testing appointment will be cancelled and the student will be referred to their instructors for further instructions.

### **➤ My class is held after SDS Testing Hours. What are my options to ensure the student receives test accommodations?**

Make arrangements within your department to provide testing accommodations or approve an alternate date and/or time which falls within SDS Testing hours.

\*\* Test refers to any timed assessment, including quizzes, exams, midterms and finals.

➤ **What are the steps for making a testing appointment with SDS?**

Owl Accommodate is the online management system students use to access their SDS-approved accommodations, such as requesting testing appointments.

➤ **Where are the SDS Testing locations?**

SDS has testing locations on both campuses. Students who are registered for traditional or hybrid classes are required to take their test on the campus where the class is held. Students registered for Online or GA eCore classes can take their test on either campus.

**SDS Office-Kennesaw**  
Student Center, Room 267  
470.578.2666

**SDS Annex Office-Kennesaw**  
Kennesaw Hall, Room 1209  
470.578.3197

**Marietta Campus:**  
Student Center, Suite 160  
470.578.7361

➤ **What are the SDS Office Hours?**

SDS is open Monday through Friday, from 8:00 am to 5:00 pm.

➤ **When are test materials due to SDS?**

SDS requires receipt of the fully completed Test Cover Sheet along with the test/quiz **by 4:00pm one (1) business day** prior to the date of the appointment to ensure proper preparations are made for your student's appointment. **If SDS does not receive the exam and test cover sheet by 4:00pm 1 business day before the scheduled appointment, you will need to contact the student directly to make alternate arrangements for his/her exam or quiz.**

➤ **Professor's options for test delivery:**

- **Instructor hand delivers the Test and Test Cover Sheet** to the designated SDS Office
- **Email to SDS Testing:** [sdstesting@kennesaw.edu](mailto:sdstesting@kennesaw.edu)

➤ **When will I receive the test back?**

- **Instructor pick-up-required if immediate return is necessary** (must pick-up at student's appointment location during office hours-see Testing locations listed above)
- **Email** as an attachment (within 1 business day)
- **Campus mail**-placed in campus mail within 1 business day (timely delivery through campus mail cannot be guaranteed)

➤ **Does SDS provide Scantron answer sheets and Blue Books?**

No. Instructor will need to provide these items with test submission or inform the student that they will need to bring these items to their appointment.

➤ **What happens if a student is caught or suspected of cheating?**

SDS adheres to KSU's Student Codes of Conduct as stated in the University Catalog. Consistent proctoring and monitoring of tests are enforced. If a student is caught cheating or is suspected of cheating, an Incident Report will be submitted to the instructor.