Academic Testing for Students with Disabilities (ATSD)
How do I schedule a test at ATSD?

Students must submit an online test request using the ATSD Testing System for each test or quiz that they intend to take at ATSD.

If a student fails to submit a request by the specified deadline, then that student must make arrangements with his or her instructor or take the test in class.

A test should be requested on the same day, and as close to the same time as possible, that it will be administered in class.

When do I need to submit a request for a final exam?

Requests for all tests and quizzes must be submitted at least 48 business hours in advance of the requested starting time. For example, if a student has an exam on Monday at 11am, he/she will need to submit his/her testing request on Thursday by 10:59am.

Requests for summer session finals must be submitted following the 48 Hour Rule.

Fall & Spring: Regular tests and quizzes are administered at the following times:

- 8am, 11am, 2pm, and 3pm (Monday, Thursday, and Friday)
- 8am, 11am, 2pm, 3pm, and 5pm (Tuesday and Wednesday)

Summer: Regular tests and quizzes are administered at the following times:

- 8am, 11am, 2pm, and 3pm (Monday, Tuesday, Thursday, and Friday)
- 8am, 11am, 2pm, 3pm, and 5pm (Wednesday)

Students selecting time slots that do not allow for the full amount of extended time will have their exams stopped at the office closing time.
All testing materials must be approved by the instructor prior to the day of the test. Only items that instructors have authorized, and those that are listed as accommodations, are permitted in the testing room.

When can I take a final exam at ATSD?
During the University’s designated finals period, ATSD administers final exams at 7:30am, 11:15am, and 3pm.

Students selecting time slots that do not allow for the full amount of extended time will have their final exams stopped at the office closing time.

How can I check the status of a test request?
Students can log in to the ATSD Testing System at any time to see each test request for the current semester.

How do I reschedule or make changes to a test request?
If changes need to be made to a test date or a scheduled testing time, the change must be requested through the ATSD Testing System as soon as possible.

Will I be able to use notes or other materials to take my exam?
All testing materials must be approved by the instructor prior to the day of the test. Only items that instructors have authorized, and those that are listed as accommodations, are permitted in the testing room.

What if I am late to a test?
Students who arrive more than 10 minutes after the scheduled start time are not permitted to test. If this occurs the student may:

- Seek instructor approval to reschedule the test with ATSD (by submitting a new test request.)
- Take the test with the rest of the class.

What if my instructor plans on administering pop quizzes?
Students with accommodations should meet with their instructor to discuss options for pop quizzes. If a student and his/her instructor agree that administering pop quizzes at ATSD is the best option, then the instructor should contact the ATSD supervisor via email to coordinate the administration of pop quizzes for the semester.
**GENERAL INFORMATION**

**Identification Policy**
All students must present valid photo identification (ID) prior to accessing a test. If a student does not have a photo ID, then he or she will not be permitted to test.

**Cell Phone Policy**
All cell phones must be turned off and placed in a locked locker. Having a cell phone in a testing room is considered a violation of the Texas State Honor Code and will be treated as a cheating offense.

**Food & Drink Policy**
The only food or drinks permitted in the testing room are (1) bottled water with a lid, and (2) any items that are part of an ODS approved accommodation.

**Testing at ATSD**
ATSD will only administer tests with accommodations that have been approved by the Office of Disability Services (ODS). Requests for items that are not approved accommodations cannot be granted.

**ONLINE RESOURCES**

Visit our website to access links to the following:
- ATSD Testing System
- Student Testing Guidelines & Testing System Screenshot Instructions
- Faculty Guidelines & Testing System Screenshot Instructions

**ATSD Website:** http://www.txstate.edu/trec/atsd/atsd.html

**LOCATION**

Commons, Ground Level, Room G18
Texas State University — San Marcos

**Phone:** (512) 245-7856
**Email:** ATSD@txstate.edu

**OFFICE HOURS**

<table>
<thead>
<tr>
<th>Fall &amp; Spring Semesters</th>
<th>Summer Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Thursday, &amp; Friday:</td>
<td>Monday, Tuesday, Thursday, &amp; Friday:</td>
</tr>
<tr>
<td>8am - 5pm</td>
<td>8am - 5pm</td>
</tr>
<tr>
<td>Tuesday &amp; Wednesday: 8am - 8pm</td>
<td>Wednesday: 8am - 8pm</td>
</tr>
<tr>
<td>Finals: 7am - 7pm</td>
<td>Finals: 7am - 7pm</td>
</tr>
</tbody>
</table>