STUDENT CHECKLIST
TESTING CENTER

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

☐ 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.