



STUDENT CHECKLIST TESTING SERVICES

- Email your SAR to Academic Testing Services (testwest@westga.edu).

- Discuss your testing accommodations with your instructors and remind them to send the exam to Testing Services **at least one week** before your exam(s).

- Call Academic Testing Services **at least one week** prior to the test to schedule your time to take the exam (678-839-6435).

- Arrive at Strozier Hall during your scheduled testing time to take your exam.

- If you are using extended time on an online exam, remind your professor to grant you extended time **at least 24 hours** before your test.