



## Student Procedures for d • š ] v P Accommodations

- x Make sure to avoid time conflicts if you receive extended time as an accommodation. SDS is not responsible if you are late or miss a class.
- x It is your responsibility to notify SDS if difficulty arises when • Z š o š ] v P X
- x At the start of each semester, meet with your Q 0 Đ h M „ ` „ Đ F Ÿ p € -à P \* Â ! / @ Đ 0

ccess to the instructor.

- x If š š ] v P accommodations ~ & E > •

### Procedures for scheduling d • š ] v P appointments with SDS:

- í X d • š ] v P appointments must be requested via Owl Accommodate no later than 5 business days before the š • š ] v P date. Deadlines to schedule Fall/Spring exams will be sent to your KSU student email every semester.
- î X d • š ] v P appointments schedule up to 30 days in advance. Please be aware there is limited seating. Seating is on a first-come, first-serve basis.
- ï X SDS proctors š • šs between the hours of 8:00 am to 4:45 pm Monday-Friday. It is your responsibility to schedule sufficient time and to arrive on time.
- ň X You must take your š • š ] v P in SDS and ensure that the class is taking the š • š unless the ] v • š OE μ š or specifically approves otherwise.
- ñ X When scheduling your appointment in Owl Accommodate, please indicate whether you will need access to a computer or approved assistive materials/support (i.e., testing software, scribe).
- ò X Notify SDS immediately if the circumstances of your scheduled š • š ] v P appointment change. Changes cannot be made to the approved š • š ] v P appointment in send change to [sdstesting@kennesaw.edu](mailto:sdstesting@kennesaw.edu).
- ó X If SDS does not receive the š • š ] v P email from your ] v • š OE μ š, you will receive an email informing you of an appointment v o o š ] v. Follow up with your ] v • š OE μ š or to make alternate arrangements.



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