

# ACADEMIC TESTING FOR STUDENTS WITH DISABILITIES

## LOCATION

### San Marcos

Commons Hall, Room G18  
Phone 512.245.7856 | atsd@txstate.edu

## OFFICE HOURS

### Fall & Spring Semesters

Monday, Thursday & Friday: 8 a.m. - 5 p.m.

Tuesday & Wednesday: 8 a.m. - 8 p.m.

Finals: 7 a.m. - 9 p.m.

### Summer Sessions

Monday, Tuesday, Thursday & Friday: 8 a.m. - 5 p.m.

Wednesday: 8 a.m. - 8 p.m.

Finals: 7 a.m. - 9 p.m.



## ATSD SERVICES AND INFORMATION

TEXAS  STATE<sup>®</sup>  
ACADEMIC TESTING FOR  
STUDENTS WITH DISABILITIES

601 University Drive  
Commons Hall, Room G18  
San Marcos, TX 78666  
512.245.7856

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## ACADEMIC TESTING FOR STUDENTS WITH DISABILITIES (ATSD)

The Academic Testing for Students with Disabilities (ATSD) office is a part of the Testing, Evaluation, and Measurement Center (TEMC). ATSD administers in-class academic exams and quizzes with approved testing accommodations for students who are registered with the Office of Disability Services (ODS) at Texas State University's San Marcos Campus.

Students who choose to coordinate testing arrangements with ATSD must follow the policies and procedures outlined in the Student Testing Guidelines. It is important for all students planning to test through ATSD to read the guidelines in their entirety.

## SCHEDULING AN ASSESSMENT WITH ATSD

Students must submit an online request using the AIM System for each test, quiz, midterm, or final they intend to take at ATSD. Assessments should be requested for the same day as the exam is given in class and as close to the same time as possible.

If you would like to take an assessment at the Round Rock Campus, you can submit your requests through AIM, selecting the Round Rock campus as the location.

## REQUEST SUBMISSION DEADLINES

Your requests for regular in-class assessments must be submitted by 5 p.m. at least three business days in advance of the requested scheduled date. Weekends and holidays are not business days. A student may schedule all of their assessments as soon as they receive syllabi for their classes.

Online requests for fall and spring final exams must be submitted at least ten business days before the final exam date. Requests for summer session finals must be submitted following the three business day rule.

## ATSD TESTING FACILITY

Our facility offers students enhanced accessibility for course exams and quizzes by providing a reduced distraction testing environment and accessible technology options.

ATSD testing is monitored by ATSD staff, proctors, surveillance cameras, and software to ensure that students are following the Texas State Honor Code and to ensure the academic integrity of all exams. All testing rooms are monitored on closed-circuit television.

Our facility is also equipped with a sound-masking system, and students are offered the use of noise-cancelling headphones or earplugs during testing.

## IMPORTANT INFORMATION

- Students who arrive more than 10 minutes late after the scheduled start time are not permitted to test.
- All cellphones and smart watches must be turned off and stored in the monitoring room. Having a cellphone/smart watch in the testing room is considered a violation of the Texas State Honor Code and will be treated as a cheating offense.
- 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.
- All students must present a valid photo identification (ID) prior to accessing a test.

For more information about ATSD services or academic accommodations, please visit:

**[txstate.edu/temc/services/atstd](https://txstate.edu/temc/services/atstd) or [ods.txstate.edu](https://ods.txstate.edu)**