

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 they will not be permitted to test.

Electronic Device Policy

All cell phones and smart watches must be turned off and placed in a locker. Having a cell phone/smart watch 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 bottled water with a lid. If you have an ODS approved accommodation for snacks, please notify your proctor.

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.

Bathroom Break Policy

Students are encouraged to use the restroom prior to accessing their exam. Bathroom breaks are not permitted during testing. This policy does not apply to students that have an ODS approved accommodation for restroom breaks during testing.

ONLINE RESOURCES

Visit our website to access links to the following:

ATSD Testing System

Student Testing Guidelines & Testing System Screenshot Instructions

Instructor Guidelines & Testing System Screenshot Instructions

ATSD Website: txstate.edu/temc/atstd

OFFICE HOURS

Fall & Spring Semesters

Monday, Thursday, & Friday:

8am - 5pm

Tuesday & Wednesday: 8am - 8pm

Finals: 8am - 9pm

Summer Sessions

Monday, Tuesday, Thursday, & Friday:

8am - 5pm

Wednesday: 8am - 8pm

Finals: 7am - 8pm

Academic Testing for Students with Disabilities (ATSD)



Texas State University — San Marcos
Commons Hall, Room G18
(Below the Commons Dining Room)
(512) 245-7856
ATSD@txstate.edu

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FREQUENTLY ASKED QUESTIONS

How do I schedule my tests, quizzes, and midterms at ATSD?

Students must request an assessment using the ATSD Testing System for each test, quiz, or midterm 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 their instructor or take the test in class.

Assessments should be requested on the same day as the exam is given in class and as close to the same time as possible.

When do I need to submit a request for an assessment?

Requests for all assessments must be submitted at least three business days by 5PM. For example, if a student has an exam on the following Monday, they will need to submit their testing request on the preceding Wednesday by 5pm. (Weekends and holidays are not business days.) A student may schedule all of their assessments as soon as they receive their syllabi for their classes. This is strongly encouraged in order to avoid missing the Three Business Day Rule.

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

Requests for Fall and Spring final exams must be submitted at least 1 week prior to the last day of regular classes or early in the semester after receiving class syllabus.

Requests for Summer session finals must be submitted following the Three Business Day Rule.

When can I take my tests, quizzes, and midterms at ATSD?

- *Fall & Spring*: Regular assessments are administered at the following times:
 - ◇ 8am, 11am, 2pm, and 3pm (Monday, Thursday, and Friday)
 - ◇ 8am, 11am, 2pm, 3pm, and 5pm (Tuesday and Wednesday)
 - ◇ For evening classes assessments must be scheduled during business hours.
- *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. (Please refer to the back of this booklet for a detailed list of office hours.)

When can I take a final exam at ATSD?

During the University's designated finals period, ATSD administers final exams at 8:00am, 12:00pm, and 4pm. All exams must end by 9pm.

How can I check the status of an assessment request?

Students can log in to the ATSD Testing System at any time to see each request for the current semester.

How do I reschedule an assessment?

It is the student's responsibility to cancel their original request and submit a new request before the Three Business Day deadline. Contact ATSD if you need assistance.

Will I be able to use notes or other materials to take my exam?

Only items that instructors have authorized, and/or those listed as APPROVED ACADEMIC ACCOMMODATIONS by the Office of Disability Services, are permitted in the testing room. All testing materials must be communicated by the instructor prior to the day of the test in the online request or by email. It is the student's responsibility to confirm that these materials have been communicated to ATSD in advance of the day of testing.

What if I am late to an assessment?

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 assessment with ATSD. After obtaining approval, submit a request for a make-up exam or quiz.
- It is at the discretion of the instructor to approve rescheduling the assessment with ATSD.

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 their 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.