



## USING THE ONLINE TEST ACCOMMODATIONS REQUEST FORM ACADEMIC SUPPORT CENTER (ASC) – FOR FACULTY

*The online request system was designed to assist you in arranging test accommodations in the ASC for students with confirmed disabilities when you are unable to provide the accommodations directly. We appreciate your confidentiality and your feedback.*

### Testing Office information:

Location: Mary Graydon Center 243  
 Hours: Tests administered 9:00 am – 5:00 pm, Monday through Friday only  
 Contact: x3489 or [examsandnotes@american.edu](mailto:examsandnotes@american.edu)

### Student deadlines for online requests to take tests with accommodations in the ASC:

Tests: no later than one week before the test  
 Final exams: no later than the announced deadline, usually three weeks before classes end

### Student procedures:

- Students are strongly encouraged to discuss test particulars with faculty before submitting an online request.
- Students must use the online test request form in order to guarantee test arrangements in the ASC.
- Students requesting tests after the deadline must use a paper request form to be signed by the professor. Students have been informed that we make every effort to accommodate late requests but cannot guarantee the availability of space or a proctor.

### Faculty procedures:

- Faculty receive an e-mail from AUGWARE (not from the ASC or the student) detailing the specifics of their student's test request. *Please ensure that AUGWARE e-mails are not filtered as SPAM. Click on the link to the form to take action on the request (APPROVED, APPROVED WITH CHANGES, or DENIED).*
- If APPROVE WITH CHANGES is selected, faculty should enter the changes desired in the box provided. **Changes should NOT be made in the form itself.** Students are encouraged to contact faculty immediately to discuss their exam accommodations if there are changes noted. The ASC testing coordinators are available at x3489 for consultation about exam logistics.
- If DENY THE REQUEST is selected, the reason for denying the request should be explained in the box provided.
- Since students cannot take exams at the ASC without professor approval, a quick response is appreciated. An automatic APPROVAL NEEDED reminder e-mail is sent 48 hours after the original request is submitted and re-sends every 24 hours until action is taken.
- Test reminder e-mails are sent by AUGWARE 24 hours before a scheduled exam.

NOTE: If access to the test request form is denied, this difficulty can often be resolved by going to [my.american.edu](http://my.american.edu) ==> Technology ==> select Synchronize Passwords and click on Synchronize my Passwords! The testing coordinators are available at x3489 to assist with any other difficulty with the form or access to the form.