



## **SGPP Testing Process for Students & Faculty**

**Step 1:** Access Services will notify faculty of student accommodations via email.

**Step 2:** Students are responsible for communicating with their professors to coordinate any exam and quiz logistics related to their testing accommodations. Tests should be taken at the same time as the class unless that time does not allow for extended time in the student or faculty schedule.

**Step 3:** If a student and their faculty are not able to determine a plan for testing accommodations, students are responsible for notifying Access Services so that a plan can be coordinated with Access Services.

**Step 4:** If you coordinate a plan with Access Services, the [Student Testing Form](#) should be filled out at least 72 hours (business days) in advance of their exam. Students must discuss this alternate testing arrangement with instructors. The instructor must approve the alternate testing arrangement by completing the [Faculty Testing Form](#).