USING THE ONLINE TEST ACCOMMODATIONS REQUEST FORM
ACADEMIC SUPPORT CENTER – FOR STUDENTS

ASC Testing Office Information:

Hours of Operation: 9:00 am – 5:00 pm, Monday-Friday.
Contact: x3489 or examsandnotes@american.edu
Location: MGC 243

Evening class? Talk to your professor early about how you will take your exam.

How to Request an Exam with Accommodations at the ASC Testing Office:

- On the ASC's homepage, www.american.edu/asc, click on the link to the online request form for test accommodations. When prompted, log in with your username and password, and fill in the form.
- When you submit the form, AUGWARE will send a confirmation e-mail.

Proofread. Typos, esp. in professor's e-mail, delay processing.

- When your professor has taken action on your request, you will receive another e-mail from AUGWARE. If you are still waiting for this e-mail after three days, check with your professor. No tests can be administered in the ASC without professor approval.
- A reminder AUGWARE e-mail is sent the day before your exam.

Read AUGWARE e-mails carefully for changes! You may need to talk further with your professor.

Deadlines:

Regular semester exams:	**No later than one week before** the exam
Final exams:	Approximately three weeks before classes end.

Test arrangements are only guaranteed if requested by the deadlines above. If your exam is less than a week away, contact the ASC testing coordinators at x3489 about the options available to you.

What to tell your professor:

- Exam particulars: Discuss these before submitting your request.
- AUGWARE e-mails. Let your professor know to expect them, including reminders if action is not taken on the form.
- Help is available: The testing coordinators can help you or your professors in using the form.