



Campus News

ADA Office Testing Accommodations

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Students registered with the ADA Office who receive testing accommodations such as reduced- distraction testing environment and/or extended time, preferably will receive testing accommodations from their instructors. However, if the instructor is unable to provide testing accommodations the student may take tests in the ADA Office or an approved testing site.

To schedule a test appointment the student must contact the ADA Office or an approved testing site proctor and their instructor at least two days in advance for each test.

The preferred method to request / schedule a test appointment is for the student to send an e-mail to the appropriate testing site proctor and copy the email to their instructor with the following information: Student Name & ID Number, Instructor Name, Course, Date and Time of the test appointment (usually the same day/time as the scheduled class). Students may also stop in or call to schedule a test appointment. On rare occasions, due to scheduling conflicts, students may have to schedule a test at a different time from the regular scheduled class time.

Instructors should deliver tests to the appropriate testing site before the scheduled test day (ie: e-mail, department office manager, self). The test proctor will return the completed exam in a sealed envelope to the appropriate department to be signed for and placed in the faculty box.

ADA Office and approved testing site information is listed below:

Jefferson Campus
Tuesdays, Wednesdays & Fridays
ADA Office Hours - 7:30 a.m. – 4:30 p.m.
Fitzgerald Student Center, Room 300
Alisha Medley
Tel: 205-856-6077
alemaster@jeffstateonline.com

Jefferson Campus
Mondays & Thursdays
LRC / Library Hours - 7:30 a.m. - 5:00 p.m.
Allen Library

Barbara Goss
Tel: 205-856-7785
bgoss@jeffstateonline.com

Shelby Campus
Mondays & Thursdays
ADA Office Hours - 7:30 a.m. – 3:30 p.m.
General Studies Bldg, LRC /Library
Alisha Medley
Tel: 205-983-5936
alemaster@jeffstateonline.com

Shelby Campus
Tuesdays, Wednesdays & Fridays
LSC Office Hours – 7:30 a.m. – 4:00 p.m.
General Studies Bldg, Room 102
Jim Blackburn
Tel: 205-983-5910
jblackburn@jeffstateonline.com

Please call the ADA Office for information regarding accommodations in the evenings or at the Pell City and Clanton sites.