Proctored Alternative Testing Procedure and Agreement

Procedure

Students who take exams in ARC may select one of the following options:

A. 1. Complete Alternative Testing Form for each exam with your instructor.

2. Bring completed forms to Mitchell 112/ARC Main Office, to schedule all exams within the first three weeks of class.

Or

B. 1. Student completes his/her portion of Alternative Testing Forms

2. Bring Alternative Testing Forms to Mitchell 112/ARC Main Office with syllabi (to confirm course exam dates) to schedule exams, within the first three weeks of class.

3. ARC will add a due date to the Alternative Testing Form; student will take the Alternative Testing Form to instructor for completion of instructor portion.

4. Student returns Alternative Testing Form to ARC by the due date listed on the form.

Agreement

Like all UWM students, students who receive accommodated testing services with the ARC office are expected to demonstrate academic honesty and integrity in the utilization of these services; failure to do so may subject students to disciplinary action pursuant to the Student Academic Disciplinary Procedures (Wis. Admin. Code Chapter UWS 14). Students should be aware that the ARC alternative testing room may be monitored and videotaped with the use of surveillance cameras.

In addition, all students using ARC’s testing services must review and agree to the following:

1. Scheduling: I have sole responsibility for scheduling my exams with ARC and to remind my instructor that he or she must provide ARC with the exam at least one day prior to the scheduled exam date.

2. Exam Date: I will schedule all exams the same day and time as the class is scheduled to take them. The ONLY exception is a course conflict; work, doctor appointments, preferred dates/times and vacations will NOT be considered.
3. **Deadlines:** All non-final exams must be scheduled within the first three weeks of the semester or at least a minimum of five (5) calendar days prior to the exam. Allowable exceptions include: new ARC students; exam schedule change; or no exam schedule on the syllabus. Final exams must be scheduled no later than **December 6** for the fall semester and **May 2** for the spring semester.

4. **Changes:** Any changes to the originally scheduled time must be approved by the instructor, in writing, to archelp@uwm.edu, prior to the scheduled date.

5. **Late Arrival:** If I arrive late, the number of minutes I am late will be deducted from my allotted test-taking time. Arrival more than 15 minutes past my scheduled time will result in the forfeiture of scheduled exam time and the exam will be returned to the instructor. Rescheduling of exam will only be allowed with written approval of the instructor to archelp@uwm.edu.

6. **Personal Items:** All items, including those in my pockets (MP3 players, cell phones, wallets, etc.), must be placed in a clear storage bag and secured with ARC staff. Unless authorized by the instructor in writing or specifically identified on my VISA, I will not be allowed use of any aids, including notes, books, calculators, etc… unless specified on the testing form.

7. **Scratch Paper:** Will be provided by ARC.

8. **Exam Room:** Once an exam has begun, I will not be allowed to leave the testing room. If there is an emergency and I must use the facilities, I will be accompanied to the restroom, which may be searched prior to my entry.

9. **Exam Integrity:** If the integrity of the exam is in question (i.e., cheating is suspected), the exam will be removed immediately and the instructor notified. ARC’s Director will investigate and report his/her findings to the instructor in writing, with a copy to the student’s file and the school or college’s investigative officer. The instructor may pursue disciplinary action as set forth in UWS Chapter 14. Under UWS 14.04, potential disciplinary sanctions may include an oral reprimand; a written reprimand presented only to the student, an assignment to repeat the test to be graded on its merits; a lower or failing grade on the particular test; a lower grade in the course; a failing grade in the course; student removal from the course; a written reprimand to be included in student disciplinary file; disciplinary probation; or suspension or expulsion from the university.

I have read, understand, and agree to the conditions listed above.

| Student signature | ARC Staff signature/date |