

ARC Alternative Testing Form Tip Sheet

Helpful Information for Faculty/Staff:

Location: Preferred location for an accommodated test is within your department. If you do not have the resources (e.g. quiet testing room, staff to proctor the exam) then the student may take the exam in the Accessibility Resource Center (ARC).

In order for the student to take the exam in the ARC offices, Instructors should follow these 4 steps:

1. Meet with the student to complete the required “ARC Alternative Testing Form”. Student will provide this form. *(It is the student’s responsibility to provide you with the form and share their VISA/accommodations at an appropriate time and place! See other side for more information on “Student Responsibilities”).*
2. Complete the top portion of the “Alternative Testing Form”, with dates, times, and materials allowed. Be certain to indicate how the exam will be delivered to ARC and how you would like it returned to you.
3. Return completed form to student.
4. Deliver the exam/quiz to ARC a minimum of 24 hours in advance of the test via E-mail or in person.

*Please note - requests for changes to the originally scheduled date/time of the exam must be approved by *you* via e-mail to archelp@uwm.edu, prior to the scheduled test date.

** ARC staff proctor exams taken in our offices. 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 Director will investigate and report his/her findings to the instructor in writing.

Please see the back of this sheet for information about “Student Responsibilities” for the ARC testing process.

STUDENT RESPONSIBILITIES

Helpful Information for Faculty/Staff:

All students using ARC's testing services have a responsibility to:

1. Meet with instructor well in advance of the test to discuss accommodation arrangements and complete the Alternative Testing Form.
2. Discuss VISA/accommodations at an appropriate time and place. The recommended place is in the instructor's office during office hours to ensure confidentiality and undivided attention.
3. If you are taking your exams in ARC, schedule all exams at least five (5) calendar days prior to the exam date. Exams must be taken on the same day/time as the class, unless otherwise agreed upon with Instructor.
4. Ensure that requests for changes to the originally scheduled date/time of the exam are approved by the Instructor via e-mail to archelp@uwm.edu, prior to the scheduled exam/quiz date.
5. Be punctual. Students arriving more than 15 minutes late will forfeit scheduled exam time. 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. Demonstrate academic honesty and integrity in the utilization of these testing services. All students must leave all personal items or aids (notes, books, calculators, cell phone, etc.) outside the testing room unless authorized by the instructor, in writing. Exceptions should be noted on students VISA.

Please direct questions to ARC, at (414) 229-6287
or e-mail archelp@uwm.edu.