Alternative Testing Policy/Guidelines

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

A. 1. With the instructor or within the academic department with accommodations

Or

B. 1. With ARC; complete the ARC Alternative Testing Form with your instructor

   2. Bring completed Alternative Testing Forms to Mitchell 112/ARC Main Office to schedule exams as soon as possible.

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 will be monitored 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:** All exams should be scheduled and taken the same day as the class is scheduled to take them. The **ONLY** exceptions: course conflict and after regular scheduled testing hours; work, doctor appointments, preferred dates/times and vacations will **NOT** be considered.

3. **Timelines:** All non-final exams must be scheduled as soon as possible, ideally within the first three weeks of the semester or a minimum of five (5) calendar days prior to the exam. Exceptions include: new ARC students; exam schedule change; or no exam schedule on the syllabus. Final exams must be scheduled as early in the semester as possible.
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. **Arrival Time:** Like students taking the exams in class, students taking their exams in ARC should arrive on time; ideally 5-10 minutes before the scheduled exam.

6. **Personal Items:** All items, including those in my pockets (MP3 players, cell phones, wallets, etc.), must be placed in a clear storage bag or in my bookbag (purse…) 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 go to the main office and 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.

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Student Signature/Date        ARC Staff Signature/Date