Faculty Alternative Testing Agreement

The Alternative Testing Agreement is an arrangement between the course instructor and the student to outline how approved testing accommodations will be administered within the Accessibility Resource Center when exams are taken in our office.

The Accessibility Resource Center has determined that a student in your course is eligible for alternative testing accommodations. **This testing agreement is required for all students who intend to take their exams in the Accessibility Resource Center.**

Once submitted, any deviation from the information contained in this agreement should be noted when uploading the exam to the database or forwarded to archelp@uwm.edu.

1. Instructor Email

2. TA Email

3. Please list all exam dates, start times, and the amount of time allotted for the class, according to the syllabus (Note: This will not schedule exams, it simply provides a reference for ARC)

4. Delivery of Exam

   • Available in Canvas or D2L
   • Upload exam to the secure ARConnect website at least 24 hours in advance (upload instructions will be included in the reminder email you will receive.)
   • Email exam to archelp@uwm.edu at least 24 hours in advance
   • Deliver paper copy to ARC at least 24 hours in advance
   • Student deliver paper copy in sealed envelope

5. Which of the acceptable file formats for exams administered in the ARC (.doc, .docx, .ppt, .pptx, .rtf) will you provide?

   • Available in Canvas or D2L
   • I will upload or email exams in .doc or .docx format
   • I will upload or email exams in .ppt or .pptx format
   • I will upload or email exams in .rtf format
   • I will provide a paper copy of the exam
6. Select any technical components of your exams:

- Access to internet
- Access to specific software (e.g. SPSS, R)
- Listening portion
- Personal laptop
- Video
- Other

7. What can the student use during the exam? If none are specified, none will be allowed.

- Calculator – please indicate type
- Open book
- Notes (single or double sided, size of paper, # of pages)
- Scantron provided by instructor
- Blue book provided by instructor
- Other

8. What would you like the student to do if clarification is needed during the exam, so that equitable grading can be ensured? (Please note that ARC is unable to send text messages.)

- Allow student to call instructor from the ARC office – please include phone number
- Allow student or ARC staff to email instructor from the ARC office – please include email
- I do not respond to questions from other students during class and am not available to answer questions for a student taking the exam in ARC
- Other

9. Return of Exam

- N/A – Submit through Canvas or D2L
- Email from archelp@uwm.edu – please include email
- Instructor/TA pick-up from ARC – please include name on UWM ID for verification
- Student return to instructor/TA in signed, sealed envelope. Please specify building and office number for exam return.
Student Alternative Testing Agreement

By scheduling an exam in the ARC, I acknowledge that I have met with my instructor to discuss the alternative testing accommodation and agree to the following expectations:

- All exams and quizzes must be scheduled at least five (5) working days in advance
- Most exams and quizzes will need to be completed during Accessibility Resource Center testing hours of 8am-4pm.
- Alternative testing in the ARC will be taken at the course’s designated start time unless the testing accommodation(s) necessitate that the exam begins at a different date and/or time due to course overlap
- Late arrival will not extend the ending time of the exam beyond the scheduled exam end time
- I am expected to arrive on time and that if I arrive more than 15 minutes late, I will not be able to take the exam in ARC
- No unauthorized materials are permitted in the testing environment without instructor approval. (Note: Cell phones, purses, backpacks, and other personal items must be left in the ARC main office)

FINAL EXAMS

- All final exams (and exams during finals week) must be scheduled by the finals scheduling deadline, ten (10) working days before the last day of class.
- Final exams Monday-Thursday begin at 8am and end at 8pm; Friday finals are from 8am-4pm; Saturday finals are from 9am-3pm.
- Final exams should be scheduled at the same time as the rest of the class.
- The Accessibility Resource Center adheres to the UWM Code of Conduct. Any disruptive behavior will be handled in accordance with the UWM Code of Conduct. Observed incidences of dishonesty or cheating will result in immediate confiscation of all exam materials, the observed actions documented, and the incident reported to the course instructor.