Scheduling an Exam in ARConnect

**Eligibility**
You are eligible to schedule an exam if you are approved for alternative testing and if the alternative testing agreement is complete.

**Login**
First, you will go to the ARConnect page. Type [http://uwm.edu/arc/connect/](http://uwm.edu/arc/connect/) into the address bar. You can access the address bar in JAWS by pressing ALT + D while on your browser window. You will log in with your ePanther ID and My Dashboard will open.

**Scheduling the Exam**
In My Dashboard, go to the menu heading labeled My Accommodations, and select "Alternative Testing" within this heading. You can also pull up this link in JAWS by pressing INSERT + F7 and then selecting “Alternative Testing.” Press enter to open this link.

When you select Alternative Testing as an accommodation in your class, the instructor received a Faculty Notification Letter that included a link to an online testing agreement. This agreement must be completed before you can schedule an exam at the ARC.

Quizzes and exams administered in the ARC must be scheduled at least 5 working days before the test date. Finals must be scheduled at least 10 working days before the test date.

If there is a statement that reads "No testing agreement specified...", you need to meet with your instructor to complete the testing agreement.

If the testing agreement is complete, you can select a class from the dropdown menu to schedule an exam, quiz, or final. Once you have the class selected, click on "Schedule Exam". Fill in the exam details. Choose request type, enter exam date, select the class exam start and end time, and then select the accommodations you are requesting for this exam.

Please read the terms and conditions carefully and if you agree to the terms, indicate that you have read and agreed to the statements by clicking in each of the boxes. When you are finished adding exam details and reviewing the terms, click "Add Exam Request". You will receive an email confirming that your exam request was received and scheduled.

**Questions**
If you have any questions or concerns about scheduling exams with ARC, please contact your ARC Counselor.