

How to Schedule an Exam in ARConnect

Before You Schedule an Exam: Instructors **must** complete a testing agreement before you can schedule an exam in ARConnect. Instructors can find the unique link to their testing agreement in the Faculty Notification Letter.

Plan Ahead!

Regular tests administered in ARC during the semester must be scheduled 5 or more working (M-F) days before the test date.

Final exams administered in ARC and exams scheduled during the final exam period must be scheduled 10 or more working (M-F) days before the last day of the semester.

Scheduling the Exam

- Log into ARConnect with your ePanther ID and password.
- Click on "**Alternative Testing**"
- Choose a class from the dropdown menu and click "Schedule Exam"
- Enter the exam details:
 - Request type (exam, quiz, final)
 - Campus location (where you will take the exam)
 - Exam date
 - Class exam start time
- Choose the specific accommodation(s) needed for this test by clicking on each accommodation box. You should see a checkmark displayed in the box for accommodations you select.
- Click "Add Exam Request" to submit your exam request.

What happens next?

You will receive an email notification when your exam request is approved. If you have any questions, please contact your campus testing center or your ARC Access Specialist.