Accommodated Testing Policies and Procedures for the Adaptive Resource Center

These policies and procedures apply to all students registered with the Office for Students with Disabilities and receive the accommodation of taking exams in the Adaptive Resource Center.

Policies

- All faculty are responsible for proctoring all extended time exams. The Adaptive Resource Center (ARC) is a service for registered students that have the ARC as an accommodation.
- Exams must be scheduled at least 5 days prior to the test date. Note: Final exams should be scheduled a minimum of 2 weeks in advance. Failure to schedule timely may require the student to follow up with their faculty regarding proctoring.
- Exams are to be scheduled on the same date and time as the class; any variation requires the professor's approval.

Procedures for Students

Scheduling Exams:

- Requests to use the ARC must be submitted online at https://www.uta.edu/disability/arc/testing/index.php. Please Note: Phone requests will not be accepted. Requests are only processed during ARC business hours.
- Once a request has been processed, the student is emailed a “Testing Request Form" to hand deliver or email to their instructor. If the student fails to provide their instructor with the testing form then they are not required to deliver the exam to the ARC.

What to Expect

- Students should come to the ARC prepared and ready to begin the exam at the scheduled time. Note: Late arrivals will not have their time adjusted. If you are more than 15 minutes late, you may not be allowed to test.
- It is the student's responsibility to provide all necessary supplies (e.g. scantron, bluebook, calculator).
- Missed exams are returned to the instructor.
- If a student misses two scheduled testing appointments without notifying the ARC, he or she must meet with the ARC Assistant Director before being allowed to schedule any more exams.
- In situations where the student is working with the professor to proctor/arrange extended time testing, they must provide their faculty with due notice to allow ample time from receipt of the request to implement the accommodation.
- Referrals will be made to Student Conduct for any disruptive behavior or scholastic integrity issues in the Adaptive Resource Center. Students with disruptive behavior or continued violations of ARC policies and procedures will be referred back to their faculty to coordinate their accommodations.

Procedures for Faculty:

- Please complete the middle portion of the "Testing Request Form" and return the form with the exam to the ARC. Due to the volume of exams, proctoring instructions emailed separately from the Testing Request Form will not be accepted.
- Faculty submitting multilayered instructions will have their students directed back to them to coordinate their exams. Please consult with your Dean and/or Chair as needed to arrange for a Teaching Assistant or Staff to assist in proctoring these type of exams.

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How to Schedule Exams Online

Step by step guide:

1. Navigate to the test request form by either using the link below or by typing https://www.uta.edu/disability/ in your browser and selecting Adaptive Resource Center from the top navigation.
   Direct link to form (https://www.uta.edu/disability/arc/testing/online-testing-request-form.php)
2. Click on Testing in the ARC from the left sidebar.
3. Select Online Test Request Form from the submenu list.
4. Enter your UTA NetID and password to view form.
5. Fill in all required information and check the I Agree box, then click continue button. You will have an opportunity to review your submission before you submit your testing appointment request.

Test Integrity Notice *

All students should use the restroom and prepare for other similar needs prior to starting the exam. Students with restroom breaks as an accommodation will be asked to sign in and out. A copy of the break log will be provided to your instructor. You are not allowed to speak to other students, take any materials or any type of electronic devices with you. Faculty will be notified of students taking unapproved restroom breaks, which may result in a conduct referral.

☐ I Agree