

ARC TESTING GUIDELINES

As a student receiving testing accommodations it is your responsibility to follow these guidelines:

Every quarter request a current accommodation letter. The Accommodation Request Form is a web form linked to the ARC web page. This letter will be emailed to you the student, and your instructor. A copy will be placed in the student file. To request changes to accommodations, please make an appointment with the accommodation specialist.

Testing hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. for fall, winter and spring quarters. Seattle Central College hours of operation may vary during summer quarter. ARC staff cannot proctor exams outside of posted ARC office hours.

Extended testing accommodations are double the time given to the class. Unlimited time for tests is not an option.

Backpacks, phones, and other items not allowed for the test, must be left in the designated area in the front office while taking tests.

PHONES AND SMART WATCHES ARE ABSOLUTELY PROHIBITED IN THE TESTING AREA!

Testing areas are to remain quiet and fragrance free. Please be respectful of other students taking exams.

Testing and quizzes must be taken at the same time as the class. The extended portion of the test can be scheduled before or after class time if it falls within the ARC office hours. Tests taken outside class time must have the instructor's prior permission.

Schedule your midterm and final exams ahead of time with the ARC. Instructors tend to announce when finals are scheduled. If not, check the SCC college website for the correct time and date for your final exams.

Finals are to be taken at the same time the class takes them. Taking a final any time other than the scheduled time must be authorized by your instructor.

Late arrivals for finals will not be given extend time past their scheduled ending time.

I, the below signed, have read and understand the guidelines for test taking accommodations as set by the ARC.

Clearly Print Name:

ctcLink ID:

Signature:

Date: