



Accessibility Resource Center (ARC)

Testing Guidelines

Quarterly Accommodation Requests

- Students must request accommodations each quarter through the myARC (AIM) database.

Extended Time Accommodations

- Extended testing time is discussed and approved during your Access Planning Meeting.
- Extended Time is either time and a half (1.5x) or double time (2x).
- Unlimited time on tests is not an accommodation.

Testing Hours

- The ARC is open for testing appointment, throughout the quarter, Mondays through Thursdays, 8:00AM to 4:30PM.
- During the three days set for finals each quarter, ARC testing hours are 8:00AM to 5:00PM.

Test Scheduling

- We recommend that you schedule your tests and quizzes with ARC in advance using the testing reservation form on the ARC website.
- While we try to accommodate every student, our space is limited; we may use alternative testing spaces as needed for overflow.
- ARC staff are unable to proctor exams outside of posted office hours.
- Exams for evening classes must be scheduled during ARC office hours.
- Students scheduling exams using their "Testing in Low Light Room" (LLR) accommodation are granted on a first-come, first-serve basis. LLR spots fill up quickly—be sure to schedule LLR exams ASAP!
- Please contact ARC staff if you need assistance with scheduling exams.

Personal Belongings

- Backpacks, phones, smart watches, and any other non-approved, non-essential materials must be stored in designated storage areas during exams.
- If you need access to medication in your locker, please let the front desk staff know.

Testing Environment

- Testing areas must remain quiet and fragrance-free to support focus and to respect individuals with allergies or sensitivities.
- Bottled water or drinks are allowed in the testing room. Snacks can be consumed in the front lobby.
- If your testing accommodation includes breaks, all breaks must be taken within the ARC office.

Final Exams

- Midterms and final exams must be scheduled in advance with the ARC office. Failure to schedule early may result in limited availability in space.
- Students are responsible for checking their syllabus, Canvas, or WAMAP for final exam dates and times.
- Final exams must be taken at the same time as the class.
- Any final exam taken outside the scheduled time must be authorized by the instructor.
- Finals are scheduled back-to-back; students cannot continue their exam once their scheduled time has elapsed.

Student Acknowledgment

This is the same list all students with any testing accommodations must agree to in AIM when requesting accommodations each quarter.