

Student Testing Agreement

Student Name: _____

Banner ID#: _____

SCHEDULING

- To schedule exams contact Testing at Accessibility Resource Center at least 5 business days (one week) in advance of your scheduled test date. Students may schedule exams three ways:
 - In- person
 - Email arcstaff@unm.edu
 - Phone 277-1510 (leaving a message is acceptable).
- Please expect a response to your email or phone message (to ensure we received it).
- Class schedules must be submitted each semester before services are initiated.
- All exams must be scheduled and completed during testing center hours:
Fall/Spring: Monday- Thursday 7:30 am- 6:45 pm and Friday 7:30am-5:45 pm.
Summer: 7:00am-5:45 pm.
- Please allow yourself enough time to complete the exam. It is your responsibility to notify your employer if your accommodations will cause tardiness to work.
- Accessibility Resource Center requires you receive permission from your instructor for exams scheduled at a time different from the regular class time unless your extended time accommodation interferes with another class.
- Notifying your instructors of your need to take an exam with Accessibility Resource Center does not remove your responsibility from scheduling the exam with our office directly. Scheduling exams with Accessibility Resource Center is your responsibility.
- Please remind Accessibility Resource Center of your need for assistive technology when scheduling your exam.
- Reschedules: Please notify Accessibility Resource Center of any rescheduling with one-week notice or as soon as you are notified by your instructor of the change.
- Cancellations: Please notify Accessibility Resource Center prior to the exam start time.
- Any exceptions must be approved by the Director of Accessibility Resource Center.

TESTING

- Your exam should be scheduled at the same time the class is scheduled, you may not change the date or time without your instructor's written permission. If any changes are needed, please call 277-1510 as soon as possible. It is your responsibility to reschedule exams.

- Be on time for your scheduled exam. Call 277-1510 if you are going to be late. If you are more than thirty (30) minutes late, your exam will be cancelled and returned to your instructor. No additional time is granted for tardiness.
- Make-up exams must have written approval from your instructor before scheduling a make-up exam.
 - Accessibility Resource Center accepts responsibility for late exam starts due to procedural or personnel difficulties and will ensure the student receives their full time for the exam.

ONLINE EXAMS

- To schedule extended time for an online exam please have the following information available: How long will the exam be open for the class (Friday, 10:00-10:50 or Friday 8:00-Sunday, 12:00)? Will the class be proctored (or can students take the exam anywhere)? You can call, come in, or email your request for extended time.
- Please open and look at your exam as soon as it becomes available to ensure your accommodation is in place, even if you are not intending to take the exam at that time.
- If there are any questions or concerns when you open your online exam, please email your instructor with the concern and include the testing center in your email.

TESTING ENVIRONMENT

Accessibility Resource Center maintains the integrity of the testing environment in the following ways:

- Security cameras monitor and record all testing rooms.
- The following items are not permitted in the testing rooms: cell phones, iPods, book bags, briefcases, and/or purses. A secure location is provided for storage.
- Assistive technology (needed for testing) is provided by the testing center. The instructor must approve books, notes, and/or other assistive devices.
- Testing center staff are not able to answer questions related to the exam content. If necessary, students may call their instructor for clarification from the testing center office or we will email your instructor on your behalf.
- You may not leave the testing center once the exam has started. There are water fountains/restrooms in the testing center. Turn in all exam materials prior to leaving the testing area.

I have read and understand the student alternative text agreement.

Student Signature: _____ Date: _____

ARC Staff
Signature: _____ Date: _____