How to Request Alternative Testing in the ARC Portal

Introduction:

Students who have Alternative Testing as an accommodation must request their exams through the ARC Portal. Students must submit their testing request AT LEAST 5 days before the exam. Failure to do so may result in the student having to take their exam in class without their alternative testing accommodation(s). Once a request has been made through the ARC Portal, professors will be notified via email that a testing request has been made.

Student Responsibilities:

In order to utilize your Alternative Testing Accommodation you will need to complete the following steps:

1. Fill out the Alternative Testing Agreement Policy, which must be completed once every semester. This policy adheres to the Accessibility Resource Center's Testing regulations while maintaining WPU's Academic Integrity Protocol.
2. Fill out a test request for every assessment you plan on taking in the ARC Testing Center.

Please note:

1. You can request all of your assessments for the semester as early as the first week of class, however, ARC staff will not process the request(s) until the week prior to the exam date.
2. If your Professor has not filled out the Alternative Testing Agreement for Faculty, you cannot take your assessment in the Accessibility Resource Testing Center. Please contact your Professor, as the office does the same.

STEP BY STEP INSTRUCTIONS

1 - Log into your ARC Portal with the following link: ARC Portal and click on Student or Staff Sign In. Log in with your WPUNJ Student Name and Password. Note: your user id is the beginning of your WPUNJ email address before the "@" symbol.
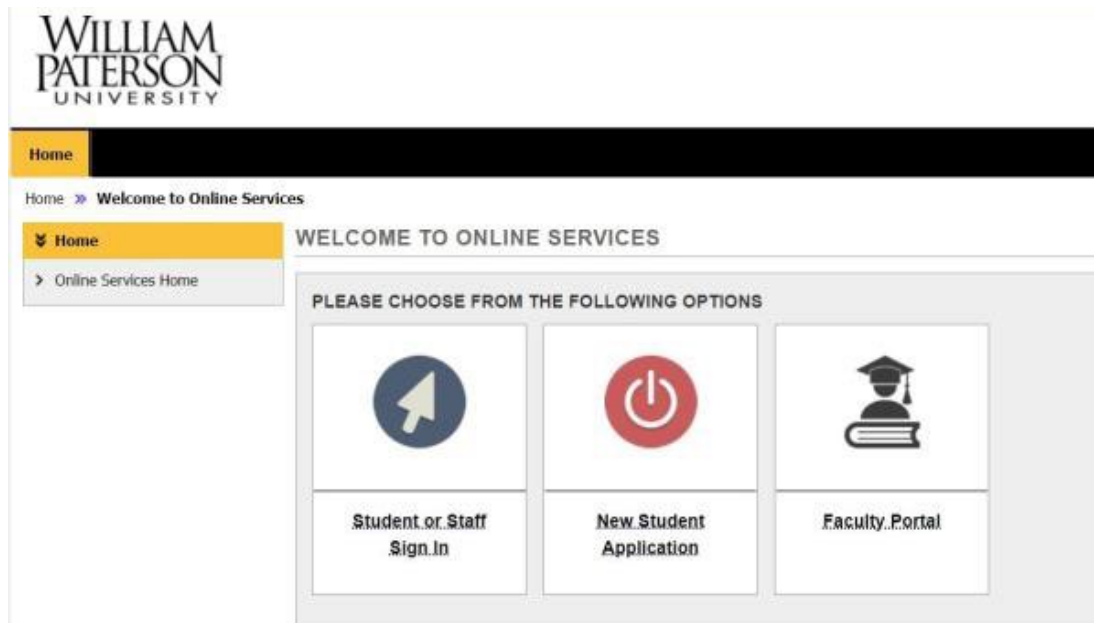
2- Click Alternative Testing under "My Accommodations".
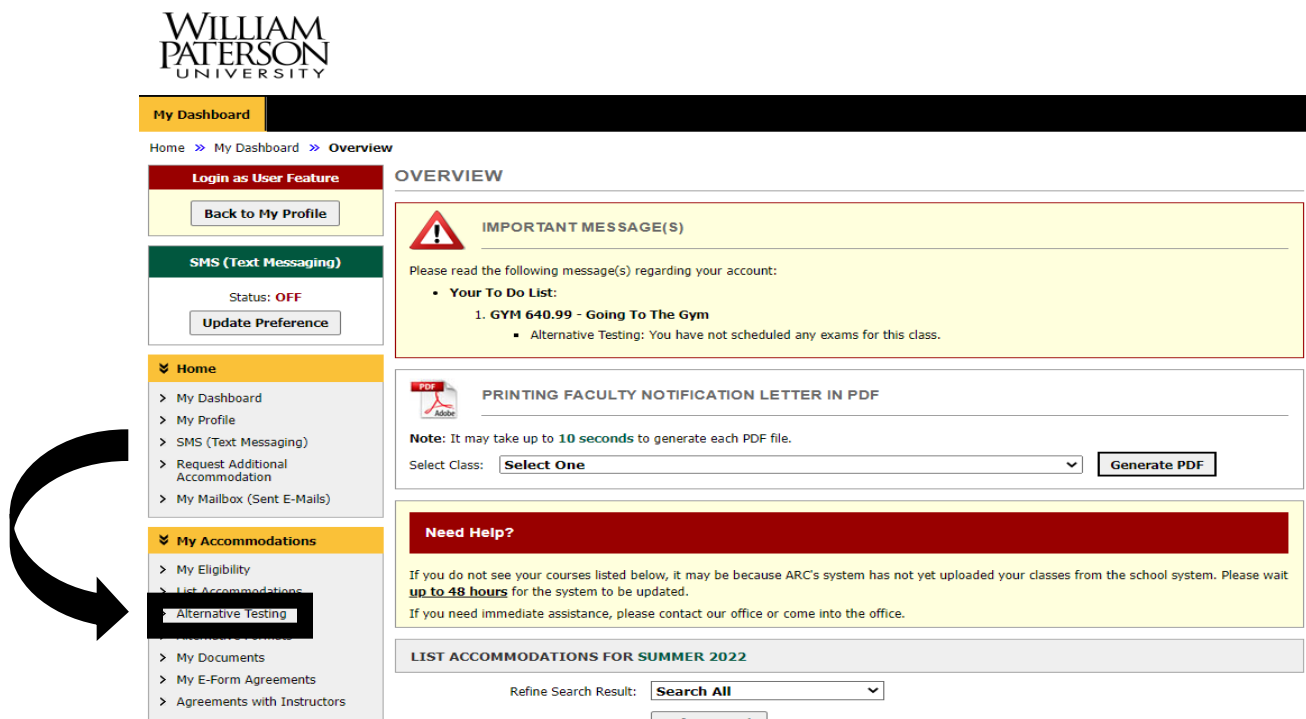
3- Under "Accessibility Resource Center Alternative Testing Agreement(s)", please click the drop down menu and select the class you are requesting the assessment for. Once the course is selected, click "Schedule an Exam".

4- Under "Exam Detail", please fill out the type of request (ex: quiz, midterm, final, or exam), the date and time of the exam, accommodation(s) you would like to request and any additional notes. Once that is completed click "Add Exam Request" and that is it!