

## STUDENT TESTING AGREEMENT

The accommodation of extended time for tests applies only to timed quizzes and tests that must be started and finished in a single testing session. It does not apply to take-home tests or any other type of test that can be paused and then resumed at a later time. For online tests, the accommodation applies only to the test itself, not to the window of time when the test is available to be taken.

### SCHEDULING

- Schedule by going to the website below at least 5 business days (one week) before your scheduled test date.
- <https://clockwork.unm.edu/ClockWork/custom/misc/home.aspx>  
If you have any problems, schedule in- person @ ARC office (Gurley Hall Room 1127), via email [galluparc2@unm.edu](mailto:galluparc2@unm.edu) or [sarviso2@unm.edu](mailto:sarviso2@unm.edu) or phone 505-863-7527 (leaving a message is acceptable). Expect a response to your email or phone message (to ensure we received it).
- All exams must be completed during testing center hours: Fall/Spring: Monday- Friday 8 am- 5 pm. Summer: 8:00 am-5 pm. (hours may change). An exam will not be administered after 3pm, please schedule adequate time.
- It is your responsibility to notify your employer if your accommodations cause tardiness to work.
- You need to receive permission from your instructor to schedule exams different from the regular class time unless your extended time accommodation interferes with another class or our business hours.
- It is your responsibility to schedule exams with ARC and to complete before the exam deadline expires.
- Remind ARC of your assistive technology needs when scheduling.
- Notify ARC of any rescheduling or canceling within one week notice or as soon as you are notified by your instructor of the change.

### TESTING

- Be on time for your scheduled exam, we do not provide additional time for tardiness. Call 863-7527 if you are going to be late.
- Make-up exams must have written approval from your instructor before scheduling.
- ARC accepts responsibility for late exam starts due to procedural or personnel difficulties and will ensure you receive the full time for the exam.

### ONLINE EXAMS

- To schedule extended time for an on-line exam please know if the on-line exam is proctored or if you can take the exam anywhere. Phone 505-863-7527 or email [galluparc2@unm.edu](mailto:galluparc2@unm.edu) or [sarviso2@unm.edu](mailto:sarviso2@unm.edu) for scheduling the exam.
- 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 on-line exam, please email your instructor with the concern and include [galluparc2@unm.edu](mailto:galluparc2@unm.edu) in your email.

### TESTING ENVIRONMENT

- 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 for exams is provided by the testing center. The instructor must approve books, notes, and/or other assistive devices.
- Testing center staff cannot answer questions related to exam content. You may call your instructor for clarification from the testing center office or we will email your instructor on your behalf.
- You may not leave the testing room once you begin. There may be exceptions to use the restroom, etc. Turn in all exam materials prior to leaving the testing room.

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I have read and understand the student testing agreement.

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STUDENT SIGNATURE

DATE

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ARC STAFF SIGNATURE

DATE

01/05/2023