

# Alternative Testing Center Student Resource Guide



## Student Access and Resource Center

DIVISION OF STUDENT AFFAIRS

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## Alternative Testing Center (ATC) Student Resource Guide

Students with disabilities who need accommodated testing in the ATC must first register with the SAR Center AND complete an appointment with an Accessibility Specialist. Fill out the new student application through [SAR Center Online Services](#) and, if possible, upload any supporting documentation. After the application has been received, students are contacted to make an appointment with an Accessibility Specialist. Students MUST attend this appointment to complete the registration process. Once eligible accommodations are approved, students' accommodation letters (faculty notification emails) will be automatically sent to instructors.

Accommodation Letters (faculty notification emails) must be requested through the AIM Student Portal every semester to receive accommodations for class and exams. Students must request their Accommodation Letters before they can schedule exams.

### How To Request an Accommodation Letter in the [AIM Student Portal](#):

- Click **My Dashboard** from the homepage
- On the **Overview** page of **My Dashboard** select the classes you wish to receive accommodations for by checking the boxes next to each class
- Click **Step 2 – Continue to Customize Your Accommodations**.
- Ensure all the accommodations that you want to use for your classes are selected
  - \* The Alternative Testing accommodation must be selected to receive any accommodations for exams
- Click **Submit Your Accommodation Request**.
- To confirm that your letters have been sent, go back to your Homepage (Dashboard)
- **[Requested]** will be listed next to each class that was selected which confirms that accommodation letters have been emailed to instructors

## How to Schedule Exams

- Log in to student AIM portal and click on the Alternative Testing link

The screenshot shows the UTA Student Access & Resource Center dashboard. The top navigation bar includes the UTA logo and the text "STUDENT ACCESS & RESOURCE CENTER". Below this is a "My Dashboard" section with a breadcrumb trail: Home > My Dashboard > Overview. The main content area is titled "OVERVIEW" and features a red warning icon with the text "IMPORTANT MESSAGE(S)". The message reads: "Please read the following message(s) regarding your account:" followed by a list of items: "ATC Student uses the Adaptive Testing Center.", "F20 Student registered for Fall 2020", and "Your To Do List:" which includes two entries for "BIOL 1441.002 - Cell Mol Biol" and "BIOL 1441.027 - Cell Mol Biol", each with a note about the Testing Agreement. Below the message is a section for "LIST ACCOMMODATIONS FOR FALL 2020" with a search dropdown set to "Search All" and a "Refine Search" button. A table below shows "Term: Fall 2020" and a row for "BIOL 1441.002 - Cell Mol Biol (CRN: 10761386183)" with "Modify Request" and "Cancel Request" links. On the left sidebar, the "Alternative Testing" link is highlighted with a red box.

- Click the arrow on the dropdown menu to select a class, then click on Schedule an Exam

The screenshot shows the UTA Student Access & Resource Center dashboard on the "ALTERNATIVE TESTING" page. The breadcrumb trail is Home > My Dashboard > Alternative Testing. The main content area is titled "ALTERNATIVE TESTING" and features a "Testing Agreement(s)" section with a dropdown menu. Below this is a list of classes with checkboxes for "Schedule an Exam": "AAST 2300.001 - INTRO AFRICAN AMERICAN STUDIES (11193486102)", "INSY 2303.001- INTRO TO MIS/DATA PROCESSING (10099680554) - No Testing Agreement Specified", "KINE 3313.001- COACHING NET/WALL GAMES (11230084480) - No Testing Agreement Specified", and "KINE 3313.002- COACHING NET/WALL GAMES (11230084536) - No Testing Agreement Specified". Below the list is a "Questions? Contact Us!" section with contact information for the Student Access & Resource Center. On the left sidebar, the "Alternative Testing" link is highlighted with a red box.

- Be sure to read the instructions in the yellow box labeled **TERMS AND CONDITIONS OF SCHEDULING EXAM**
  - Use the information in the yellow box to help determine the accommodations needed for the exam. **ONLY** select the accommodations needed and that pertain to the test format (i.e. paper) and the test style (i.e. multiple choice).

The screenshot displays a student portal interface. At the top, it shows a navigation bar with a 'Back to my Profile' button and the class information: 'CLASS: BSTAT 2305.006 - Intro To Stat For Ba (CRN: 11352432308)'. Below this, there are sections for 'SMS (Text Messaging)' with a status of 'OFF' and an 'Update Preference' button, and a 'View All Upcoming Exam Requests' button. The main content area is dominated by a yellow box titled 'TERMS AND CONDITIONS OF SCHEDULING EXAM'. This box contains a warning icon and the instruction: 'Please read carefully the following terms and conditions of scheduling Alternative Testing in SAR Center:'. It lists several conditions:
 

- Your alternative testing agreement allows you to request the following type of exam(s): (with a 'View: Exam Schedule Availability' button)
- Any exam requests made after 07:00 PM will be processed the next business day.
- Read This First Before Scheduling an Exam:
  - Exam needs to be completed by [R]: Answer: Next scheduled class day
  - Lab Quizzes Need to be completed before lab class: Answer: No
  - Test Format [R]: Answer: Paper Format
  - Test Style: Answer: Short Answer
  - Please select allowable materials: Answer: (blank)
  - Allowed calculator types: \*If student receives calculator accommodation, a basic 4fx will be provided unless another type is selected below by instructor: Answer: Basic 4 function

 The left sidebar includes sections for 'Home' (My Dashboard, My Profile, SMS, Additional Documentation, My Mailbox), 'My Accommodations' (Information Release Consents, My Eligibility, List Accommodations, Course Syllabus, Alternative Testing, My E-Form Agreements), 'Primary Advisor' (Name, Phone, Send Email), and 'Important Dates' (March 13 Spring Vacation Begins, March 31).

- Fill in the details for the exam in the Exam Detail box
  - Select the appropriate class in the dropdown menu
  - Select the Request Type (e.g. quiz, semester exam, final)

- Type the exam date listed in the syllabus or the date listed in the yellow **TERMS AND CONDITIONS** box. Use the calendar next to the Date field to choose a date.

Exam Detail

Select Class \*: ACCT 4302.001- COST ANALYSIS & DECISION MAKING (CRN: 1004568C ▾

Request Type \*: Select One ▾

[View: Exam Schedule Availability](#)

Date \*:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time \*: Select ▾ Select ▾

**Services Requested (As Applicable) \***

<input type="checkbox"/> Adaptive Equipment Needed - Individual	<input type="checkbox"/> CCTV
<input type="checkbox"/> Enlarged Font	<input type="checkbox"/> Exam Limit - 1 per day
<input type="checkbox"/> Exams Submitted in Word Format	<input type="checkbox"/> Extra Time 2.5x
<input type="checkbox"/> No Scantrons	<input type="checkbox"/> Paper-pencil format testing
<input type="checkbox"/> Respite break - 5 minutes	<input type="checkbox"/> Scratch paper
<input type="checkbox"/> Separate, quieter, less distracting - Individual Room	<input type="checkbox"/> Typewritten essays/short answer

Additional Note:

Add Exam Request
Back to Testing Requests Overview

- Schedule the exam according to the class time or according to a time specified by instructor.
- Choose the accommodations needed for the exam in the box labeled **Services Requested (As Applicable)**.
- Click Add Exam Request
- Use the Additional Note box to provide important messages about your exam.
- Late exam requests require students to enter a reason for making a late request. Late requests are approved on a case-by-case basis.

## How to Modify & Cancel Exams

- Click the Alternative Testing link in the AIM student portal
  - A list of scheduled exams should appear, and each exam should display a [Modify Request](#) and [Cancel Request](#) link
    - Use the Modify link when:
      - additional accommodations need to be added.
      - the start time of an exam needs to be changed.
      - additional notes need to be added.
    - Use the Cancel link when an exam has been canceled or you no longer need testing accommodations for a course.

## Exam Check-In Procedures

- Make sure to have necessary testing materials ready BEFORE checking in for an exam. Be sure to:
  - Sharpen pencils
  - Clear calculator memory (if applicable)
  - Have correct scantron or bluebook (if applicable)
  - Have any necessary items related to an accommodation (i.e. auxiliary items)
  - Have a photo ID
- Put away the rest of your belongings, including cell phones, before checking in for an exam.
- Make sure cell phones are turned off or all notifications and alarms are silenced.
- The check-in staff will read over the exam instructions, then assign students to a testing space. Testing spaces can be in:
  - the Main ATC area where each space is in an individual room or in a cubicle with a computer
  - the Learning Access Center and Student Access and Resource Center (used as overflow on busy testing days)
  - a meeting room in the University Center (used as overflow on busy testing days)

## Hours of Operation/Deadlines

### Fall & Spring Semester

Monday – Thursday

8:00am – 7:00pm

Friday

8:00am – 5:00pm

### Summer Semester & Winter Intersession

8:00am – 5:00pm

### Fall & Spring Finals

Monday – Thursday

8:00am – 7:00pm

Friday & Saturday

8:00am – 5:00pm

## ATC Exam Scheduling Deadlines

### Regular Semester Exams, Midterms, and Make-Up Exams:

- Must be scheduled 3 business days in advance

### Quizzes:

- Must be scheduled 3 business days in advance

### Final Exams:

- Must be scheduled two weeks (14 days) before the Monday beginning the final exam week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 2024						
				14	15	16
17	<b>18 Deadline for Scheduling ALL Final Exams</b>	19	20	21	22	23
24	25	26	27	28	29	30
December 2024						
1	2	3	4	<b>5 Final Exams Begin</b>	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

**1. Calendar to illustrate final exam deadline for Fall 2024**



## Late Exam Requests:

- Any exam scheduled outside of ATC deadlines is considered late and requires the student to add a note about why they are scheduling the exam late.
- Late requests will be approved on a case-by-case basis. Exam requests that are scheduled within 4 business hours of the exam time will not be approved automatically, and students may be asked to reschedule. **Students need to contact the ATC immediately if an exception is needed.**
  - Monday – Friday are considered business days and 8:00 AM – 5:00PM are considered business hours.
  - This means that an exam that is scheduled to start at 8:00AM must be requested by 1:00PM the previous business day.
  - We still ask that students schedule according to the 3-business day deadline for exams and according to the 1-business day deadline for quizzes to ensure the ATC receives testing materials in a timely manner.
- Students who schedule more than 2 late exams or quizzes will be required to meet with the ATC Assistant Director, the ATC Coordinator, and their Accessibility Specialist.

## ATC Guidelines

### What to expect

- Students are only allowed to have water in a clear or transparent bottle in the Testing Center. Students will be asked to remove the label before entering the testing area, when applicable.
- Students can start testing 15 minutes prior to their start time if space is available.
  - Students who start early will have their time adjusted.
  - Students who arrive 15 minutes or later must obtain written instructor approval AND will have their testing time deducted according to their arrival time.
  - Students who decide not to test with deducted time will be responsible for getting instructor approval to test on a different day.
- Students are responsible for bringing all the necessary testing supplies on exam day. Students testing in the ATC will have access to:
  - earplugs.
  - noise-canceling headphones.
  - facial tissues.
  - lockers to store personal belongings.
    - ATC is not responsible for any personal belongings that are not secured in a locker. We encourage students to only bring necessary testing materials, when possible.
  - clocks to monitor remaining exam time.
  - desktop computers with
    - LockDown Browser.
    - Webcams.
    - internet access (for online exams only).
- Items NOT allowed in the ATC Testing Space (unless item is a pre-authorized accommodation):
  - Unauthorized notes or papers of any kind
  - Food or drinks (water in a clear/transparent container is the only exception)

- Hats, backpacks, or unapproved items of any kind
- Cell phones, smart watches, tablets, or other electronic devices
- E-cigarettes or vaporizers of any kind
- Any items not essential for completing an exam
- Students are allowed one 5-minute break per hour while testing unless the student has an accommodation that requires more time for breaks or more breaks overall. Testing time will continue during breaks and students are responsible for keeping track of their remaining testing time.

## Scheduling Guidelines

- Students should schedule exams at the same date and time as the rest of the class or according to instructor guidelines in the Testing Agreement. Students will need to obtain prior, written approval from their instructor to schedule an exam at a different time.
- Scheduled exams can be modified or canceled in the AIM student portal. Changes and cancellations need to be completed at least 2 business days before the exam date.
- Students that miss a deadline can ask the course instructor to provide accommodations for a test. However, if the course instructor cannot accommodate a student, then the student may have to take the exam without accommodations. Exceptions to ATC deadlines may be approved on a case-by-case basis.
- If there are no exam dates listed in the yellow box labeled **TERMS AND CONDITIONS OF SCHEDULING EXAM**, then students should email their instructors about it and copy the ATC on the email.
- If an exam is scheduled outside of the class time, then it must be scheduled to overlap with the class time, or students may be asked to schedule their exam on the following business day. Students must have instructor approval to take exams that do not overlap with the class time.

## Testing Environment

- Students arriving early should remain in the hallway until they are ready to start their exam. This is to prevent overcrowding in the ATC main lobby. There is seating available to students throughout the main floor of University Hall.
- If you need to leave the ATC during a test for any reason, please check in with the ATC staff first.
- Students should notify the ATC staff immediately about concerns with test questions, instructions, or the testing environment.
- Students must complete their exams during the scheduled testing time. This includes filling out scantrons.
- All testing materials must be returned to the ATC staff during checkout. Students are not allowed to keep testing materials unless given explicit permission from the course instructor.
- The ATC may not be able to accommodate all exams in our space during busy testing days, like during final exams. The ATC staff will move scheduled exams to various locations on campus. Students will be notified about any change in location before the scheduled exam date.

## **Contact Information**

**Email:** [alternativetesting@uta.edu](mailto:alternativetesting@uta.edu)

**Phone:** [817-272-3420](tel:817-272-3420)

**Address:**

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