

# Whitman College Standards for Use of ARC Testing Space

## Overview

Whitman College has provided the Academic Resource Center (ARC) to serve students in a variety of ways. One of the purposes of the ARC is to support Whitman students who need alternative testing environments due to a disability. ARC testing space is available only to students who are registered with Disability Support Services and who have been approved for testing-related accommodations.

The ARC's proctored testing procedures and facilities are designed to fulfill student accommodations and to ensure the integrity of testing.

## Scheduling Testing

ARC testing hours are between 8:30 a.m. and 5 p.m. on Monday through Friday.

Access to testing in ARC facilities requires the following tasks undertaken by ARC staff:

- communicating with the faculty member whose test is being administered;
- obtaining the test;
- scheduling the facility.

In order to allow time for these steps, the first standard listed below requires all proctored testing in the ARC to be scheduled a minimum of two (2) school days in advance of the test date in order to ensure access to the ARC testing facilities.

## Standards

The following standards apply to all students using ARC services and testing facilities. Students using ARC facilities are expected to fully comply with these standards. Testing rooms are monitored and may include staff and video surveillance. Student Rights and Responsibilities as outlined in the *Student Handbook*, including conduct and the academic integrity policy, also apply while in the ARC.

All proctored testing in the ARC must be scheduled a minimum of two (2) school days in advance of the test date. Final exams must be scheduled two (2) weeks in advance.

Testing must be scheduled via the Accommodate portal.

Testing must be completed between 8:30 a.m. to 5 p.m. on Monday through Friday.

Testing should be scheduled to overlap with the time your class tests, unless otherwise approved by your instructor.

Testing should not be scheduled so that a student misses one class in order to take a test for another class. If you have a time conflict, you should work with the ARC Testing & Tutoring Coordinator to find a testing time that does not conflict with your other classes.

If your class schedule creates conflicts with times available for scheduling your testing accommodations, you should work with the ARC Testing & Tutoring Coordinator to create a plan.

Testing length is dependent on the time indicated by your instructor plus any extended time from your accommodations, if applicable.

Students will be allowed a fifteen (15)-minute grace period to begin their exam at the scheduled time. Students arriving after the fifteen (15)-minute grace period may be redirected to their instructor.

Exams not started within the fifteen (15)-minute grace period may be returned to the instructor.

Students must cancel via the Accommodate portal and/or notify ARC staff as soon as possible if a test is canceled or rescheduled.

Students in the testing rooms will not be allowed to have any testing-related items other than those specifically required and approved by the instructor.

Students should provide their own test materials, including writing instruments, paper, and calculator (if allowed).

ARC accepts no responsibility for personal items during testing.

Cell phones must be turned off and placed in the pocketed wall hanger in the office; exceptions, such as for use of a health-related phone app required for the student's health, must be approved in advance by the ARC's Disability Support Services staff. Any additional items should be placed in the cubbies.

Students who need to leave the testing room, including for restroom breaks, must notify the ARC staff upon leaving and returning. Students may not take any personal or testing items with them outside the testing area. Testing time continues to be counted during breaks unless a student's accommodations indicate otherwise.

Any suspected acts of academic dishonesty will result in testing being stopped and the test sent to the instructor.

Students failing to follow these rules may be required to meet with ARC staff before further tests can be scheduled.

A second occurrence of violation of these standards may result in losing the option to test in ARC.