

Chapter 8 - Alternative Testing

The Alternative Testing Center (ATC) offers proctoring for registered SAR Center students with testing accommodations. The ATC **does not** proctor take-home exams or timed, online exams that **can be taken at home**.

Students with disabilities who need accommodations for testing in the ATC must first register with the SAR Center and complete an appointment with an Accessibility Specialist. To do so, complete the new student application through the SAR Center Requesting Services webpage and, if possible, upload any supporting documentation. After the application is 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 Letters) will be automatically sent to faculty via email. Accommodations must be requested through the AIM Student Portal every semester to receive accommodations for new classes. The SAR Center must approve a student's accommodations before they can schedule exams in the ATC.

How to Schedule Exams

1. Login to student AIM portal and click on the Alternative Testing link.

The screenshot displays the AIM Student Portal Overview page. The sidebar on the left contains navigation links under 'MY DASHBOARD' and 'ACCOMMODATIONS'. The 'Alternative Testing' link is highlighted with a red box and a red arrow. The main content area includes sections for 'Accommodation Requests FALL 2025', 'ADVISOR' information, 'YOUR NOTIFICATIONS', and a 'QUESTION?' section.

OVERVIEW

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > Information Release Consents
- > Login and Security
- > My Appointments
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > List Requests
- > Additional Documentation
- > Course Syllabus
- > Alternative Testing

Accommodation Requests FALL 2025

0 Number of Requests

Add Requests

No Accommodation Request Found for Fall 2025

ADVISOR

Name
Deya Velazquez

Phone
(817) 272-3364

Email
Send Email

YOUR NOTIFICATIONS

Alternative Format

Student uses alternative format books.

ATC

Student uses the Adaptive Testing Center.

Changes to Courses Action

If your class is cancelled, you are moved to a different section by the university, you enroll in a different section of the class, or you enroll in an entirely new class. REMEMBER you must

QUESTION?

Sincerely,

Student Access & Resource Center
University Hall 102
817.272.3364

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

» MY DASHBOARD » ALTERNATIVE TESTING

SCHEDULE AN EXAM

Important Note

- Courses marked with * do not have **Testing Agreement** specified by the instructor and you will be required to enter the standard length of the

Select Course: Select One ▼

SCHEDULE AN EXAM >



3. Be sure to read the instructions in the yellow box labeled **Testing Agreement**.
 - a. Select an exam date from the dropdown menu.
 - b. 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).

EXAM REQUEST

Available Exam Dates * :

Select One ▼

Testing Agreement

- Is this is an online exam with an access code?

No

- ATC policy states that students can begin testing up to 15 minutes late, with that time deducted. Do you approve students to start the exam later than 15 minutes, with time deducted?

No

- Exam needs to be completed by

- **Next scheduled class day**

- Exam return preference

AIM Instructor Portal (standard method, electronic delivery)

- Exam method

- **Paper format**

- Student Allowed to Use Personal Laptop for Exam

No

- Exam format

- **Essay**
- **Short Answer**
- **Multiple Choice**

- Please select allowable materials

- **Scratch Paper**
- **Notecard - size allowed (Additional Comment Required)**

Additional Comment:

4. Fill in the details for the exam in the Exam Request box
 - a. Schedule the exam according to the class time or according to a time specified by faculty.
 - b. Only choose an alternative exam date if your class schedule conflicts with the date specified by your faculty.
 - c. Choose the accommodations needed for the exam in the box labeled **Services Requested (As Applicable)**.
 - d. Choose an option under the Required Technology section.
 - e. Use the Additional Note box to provide important messages about your exam.
 - f. Click Add Exam Request

Hint: Please review: [Exam Scheduling Availability](#)

mm/dd/yyyy 

Time * :

Select ▼

Select ▼

Services Requested (As Applicable) * :

Hint: You are required to make a minimum of 1 selections.

☐ Exam Limit - 1 per day:
Alternative Testing

☐ Extra Time 1.50x

☐ Respite break - 5 minutes:
Alternative Testing

Total Exam Length:
0 Minutes

Exam Ends At:
Not Available

Required Technology * :

Hint: You are required to make a minimum of 1 selections.

☐ Exam is Online

☐ None/Paper Exam

Additional Note:

FORM SUBMISSION

ADD EXAM REQUEST >

BACK TO OVERVIEW >

How to Modify & Cancel Exams

1. Click the Alternative Testing link in the AIM student portal.
 - a. A list of scheduled exams should appear, click View next to the exam request.
 - i. Modify any details for the request, then click Update Exam Request.
 - ii. Click Cancel Exam Request, then click Confirm in the pop-up box.

The screenshot shows a 'CONFIRMATION' pop-up box on the left and a 'CANCEL EXAM REQUEST' panel on the right. The confirmation box contains the text: 'Please confirm to cancel TEST 4321.000 - DISNEY CHARACTERS PAST AND PRESENT (CRN: 000001112222333)'s Exam on Wednesday, September 03, 2025'. At the bottom of the confirmation box are two buttons: 'CONFIRM' and 'CANCEL'. The 'CANCEL EXAM REQUEST' panel on the right has a 'CANCEL EXAM REQUEST >' button.

Exam Check-In Procedures

1. Make sure to have necessary testing materials ready BEFORE checking in for an exam. Be sure to:
 - a. Sharpen pencils
 - b. Clear calculator memory (if applicable)
 - c. Have correct scantron or bluebook (if applicable)
 - d. Have any necessary items related to an accommodation (i.e. auxiliary items)
 - e. Have a photo ID
2. Put away the rest of your belongings, including cell phones, before checking in for an exam.
3. Make sure cell phones are turned off or all notifications and alarms are silenced.
4. The check-in staff will read over the exam instructions, then assign students to a testing space.

Note: During busy exam times, the ATC may assign spaces outside of University Hall, Room 104.

Hours of Operation/Deadlines

Business days are from Monday to Friday and end at 5PM.

Fall & Spring Semester

Monday—Thursday: 8AM—7PM

Friday: 8AM—5PM

Summer Semester & Winter Intersession

8AM—5PM

Fall & Spring Finals

Monday—Thursday: 8AM—7PM

Friday & Saturday: 8AM—5PM

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 one week (7 days) before the first week of final exams.

Late Exam Requests

1. Any exam scheduled or modified outside of ATC exam scheduling deadlines is considered late and requires the student to email the Alternative Testing Center explaining **why** they are scheduling late.
2. Late requests will be approved on a case-by-case basis. Exam requests that are scheduled within 24 hours of the exam time will be denied, and students may be asked to take the exam in class. **Students need to contact the ATC and their SAR Center specialist immediately if a disability-based exception is needed.**

ATC Guidelines

What to expect

1. Students are only allowed to have water in a clear or transparent bottle in the ATC. Students will be asked to remove the label before entering the testing area, when necessary.
2. Students can start testing 15 minutes prior to their start time if space is available.
 - a. Students who start early will have their time adjusted.
 - b. Students who arrive 15 minutes late or later must reschedule their exam according to the ATC exam scheduling deadlines with their instructor's approval.
3. Students are responsible for bringing all the necessary testing supplies on exam day. Students testing in the ATC will have access to:
 - a. Earplugs
 - b. Noise-canceling headphones
 - c. Facial tissues
 - d. Lockers to store personal belongings
 - i. 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.
 - e. Clocks to monitor remaining exam time
 - f. Desktop computers with
 - i. LockDown Browser

- ii. Webcams
 - iii. Internet access (for online exams only)
4. Items NOT allowed in the ATC Testing Space (unless item is a pre-authorized accommodation):
 - a. Unauthorized notes or papers of any kind
 - b. Food or drinks (water in a clear/transparent container is the only exception)
 - c. Hats, backpacks, or unapproved items of any kind
 - d. Cell phones, smart watches and glasses, tablets, or other electronic devices
 - e. E-cigarettes or vaporizers of any kind
 - f. Any items not essential for completing an exam
 5. 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

6. Students should schedule exams on the same date and time as the rest of the class or according to faculty guidelines in the Testing Agreement. Students will need to obtain prior written approval from their faculty to schedule an exam at a different time.
7. Scheduled exams can be modified or canceled in the AIM student portal. If a student is sick with a contagious illness, such as the flu, a cold, or another viral infection, the student should reschedule their exam for a later date.
8. Students who miss a deadline may request testing accommodations from the course faculty. However, if the course faculty 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.
9. If there are no exam dates listed in the yellow box labeled **TERMS AND CONDITIONS OF SCHEDULING EXAM**, then students should select the "The Exam I'm Scheduling Isn't Listed" option.
10. If an exam is scheduled outside class time, it must overlap with the class time, or students may be asked to schedule their exam on the following business day. Students must have faculty approval to take exams that do not overlap with the class time.

Testing Environment

11. 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.
12. If you need to leave the ATC during a test for any reason, please check in with the ATC staff first.

13. Students should notify the ATC staff immediately about concerns with test questions, instructions, or the testing environment.
14. Students must complete their exams during the scheduled testing time. This includes filling out scantrons.
15. 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 faculty.
16. 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 through the AIM Student Portal.