

Alternative Testing Center Student Resource Guide



601 S. Nedderman Dr. | University Hall Room 104 | Arlington, TX 76019

817.272.3420

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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

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

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

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 >

- Be sure to read the instructions in the yellow box labeled **Testing Agreement**
 - Select an exam date from the dropdown menu
 - 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:

- Fill in the details for the exam in the Exam Request box
 - Only choose a different exam date if your class schedule conflicts with the date specified by your instructor
 - 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)**.
 - Choose an option under the Required Technology section.
 - Use the Additional Note box to provide important messages about your exam.
 - Click Add Exam Request
 - * Late exam requests require students to enter a reason for making a late request. Late requests are approved on a case-by-case basis.

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

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

The image shows a user interface for canceling an exam. On the left, a 'CONFIRMATION' pop-up box is displayed. It 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 pop-up are two buttons: 'CONFIRM' and 'CANCEL'. To the right of the pop-up, a portion of the main interface is visible. It includes a 'CANCEL EXAM REQUEST' button with a right-pointing arrow. Above this button, there is a header 'CANCEL EXAM REQUEST' with an upward-pointing arrow icon. To the left of the 'CANCEL EXAM REQUEST' button, there is a partially visible text label: 'fully. If the Center at o get the'.

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

APRIL 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13	14	15	16	17	18
19	20 All Final Exams Must Be Scheduled by 5PM	21	22	23	24	25
26	27	28 Last day of classes	29	30 Final Exams Begin		

Calendar to illustrate final exam deadline for Spring 2026

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 24 hours of the exam time will not be approved, and students may be asked to take the exam in class. **Students need to contact the ATC immediately if an exception is needed.**
 - Monday – Friday 8:00 AM – 5:00PM are business days and requests made after 5PM will be considered on the next business day.
- Students who schedule more than 2 late exams or quizzes must schedule all remaining exams/quizzes before any future requests will be approved.

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

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

Address:

801 S. Cooper St.
University Hall, Room 104
Arlington, TX 76019