



ARC Exam Booking Student Guide

The College of New Jersey
Accessibility Resource Center

Updated September 2024

Student Guide to Booking an Exam at ARC in Accommodate

Students with testing accommodations through the Accessibility Resource Center have the option to book their exams at ARC if their professor is unable to meet their approved accommodation. In order for students with approved testing accommodations to take quizzes, exams, or final exams at the Accessibility Resource Center, they must seek professor approval first. After receiving verbal approval from their professor, ***students*** are responsible for submitting test requests prior to the sign-up deadline (**a week prior to the exam**). Students are able to book exams with us up to 60 days in advance.

To access your Accommodate Home Page, please go to your Accommodate Portal (if you don't already have it bookmarked, go to the ARC webpage arc.tcnj.edu and click on the icon called Accommodate Portal and then bookmark this link for future use).

1. After logging in you will be on the Home page. Click "Testing Room" on the left menu.

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News Feed

Submit Semester Request Reminder
You may now submit your Semester Requests to renew your accommodations for this semester.
View All Announcements

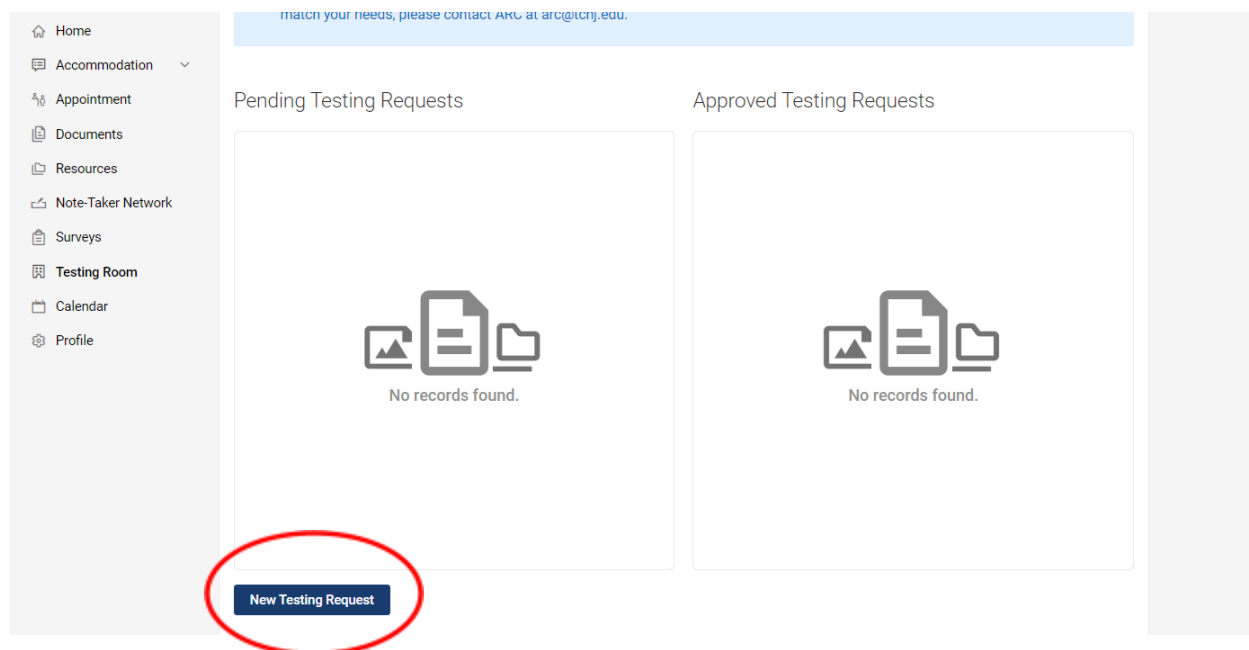
Shortcuts

- > Resource Library
- > My Activity Summary

Accessibility Services Management System

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2. Once you are on the Testing Room page, click the “New Testing Request” button at the bottom of the page.



3. Next, select the course you are booking a test for from the “Course” dropdown menu.

4. Once you have selected your Course, the Date and Time Range filters will appear on the left side of the page.

Select the Date Range and Time Range for your exam.

If your test is shorter than the class period (quiz), please select “Yes” to “Override Course Length” and input the length of time your classmates have to complete the quiz.

The system will automatically factor in your extended time.

The screenshot shows a form with the following sections:

- Course:** A dropdown menu with the selected option "2024 Fall NEW STUDENT ORIENTATION (NSO 55_LAB_1)".
- Date Range:** Two date pickers with calendar icons. The first is set to "2024-09-03" and the second to "2024-09-17".
- Time Range:** Two time pickers. The first is set to "09:00 am" and the second to "03:30 pm". Each has a "Clear" button.
- Final Exam:** Radio buttons for "Yes" and "No".
- Override Course Length:** A text area with the following text: "If you choose to override the length of your course your approved accommodation time will be calculated based on the time you choose (for example, if you are approved for double time and you choose a length of 10 minutes, your alternative test request will be for 20 minutes)." Below it are radio buttons for "Yes" and "No".

Next, under Building, select Roscoe West
Select the specific accommodations you need

The screenshot shows a form with the following sections:

- Building:** A dropdown menu.
- Specific Accommodation Required:** A list of accommodations. One is selected: "Extended time (50%) for timed assessments (tests, quizzes, graded in-class work)". There is an "Add..." button below.
- Room(s):** A list of rooms with checkboxes. Two are visible: "ARC Testing Center Reduced Distraction 202A" and "ARC Testing Center 222A". Below the list is a summary "0 of 2 selected".
- Days of the Week:** Radio buttons for "Sun", "Mon", and "Tues".

Next, click “Check Availability”.

5. On the right side of the page, date and time options will appear. Select your desired date for your test by clicking on the “ARC Testing Center” link by the correct time.

▼ **Wednesday, Sep 11, 2024**

ARC Testing Center Reduced Distraction 202A (3 of 3 slots available)	9:00 am
ARC Testing Center 222A (3 of 3 slots available)	
ARC Testing Center Reduced Distraction 202A (3 of 3 slots available)	9:15 am
ARC Testing Center 222A (3 of 3 slots available)	
ARC Testing Center Reduced Distraction 202A (3 of 3 slots available)	9:30 am
ARC Testing Center 222A (3 of 3 slots available)	
ARC Testing Center Reduced Distraction 202A (3 of 3 slots available)	9:45 am
ARC Testing Center 222A (3 of 3 slots available)	
ARC Testing Center Reduced Distraction 202A (3 of 3 slots available)	10:00 am
ARC Testing Center 222A	

We require students to schedule for tests at least 5 days in advance (so you will not see any dates sooner than 5 days away). If you need to take your exam sooner than the dates provided, consult with your professor to see if alternate arrangements can be made within their department.

If you do not see availability, please make sure to check that it is within the allowable time frame AND that you have requested testing accommodations for that particular class.

6. Once you select your testing time and date, the “Confirm Exam Booking” box will appear.

Enter in the correct information for the Exam (“Final exam” or “Chapter 3 Test”, etc.) and the Length of time you need (for example, 60 minutes).

Finally, click “Submit Request”.

What happens next?

- Your professor will receive notification of your booking request. Professors need to approve requests **at least one week prior** to the testing date/time.
- Your test will not be officially scheduled until your professor has reviewed and approved your booking request.
- Arrive for your test in the Accessibility Resource Center (Roscoe West Hall, Floor 2) on your approved date at least 5 minutes before your approved time. **Please note if you are late for your exam, extra time will not be added.**
- **If a student does not show up for a scheduled test, ARC will email both the student and professor and it is the students' responsibility to discuss rescheduling options with their professor.**

How do I view/cancel/reschedule a booking request that I have submitted?

You can view the status of your booking requests at any time by logging in to Accommodate and returning to the "Testing Center" page. This page will show you your pending requests and your approved requests. You can also cancel or reschedule a booking request on this page.