



ARC Exam Booking Student Guide

The College of New Jersey
Accessibility Resource Center

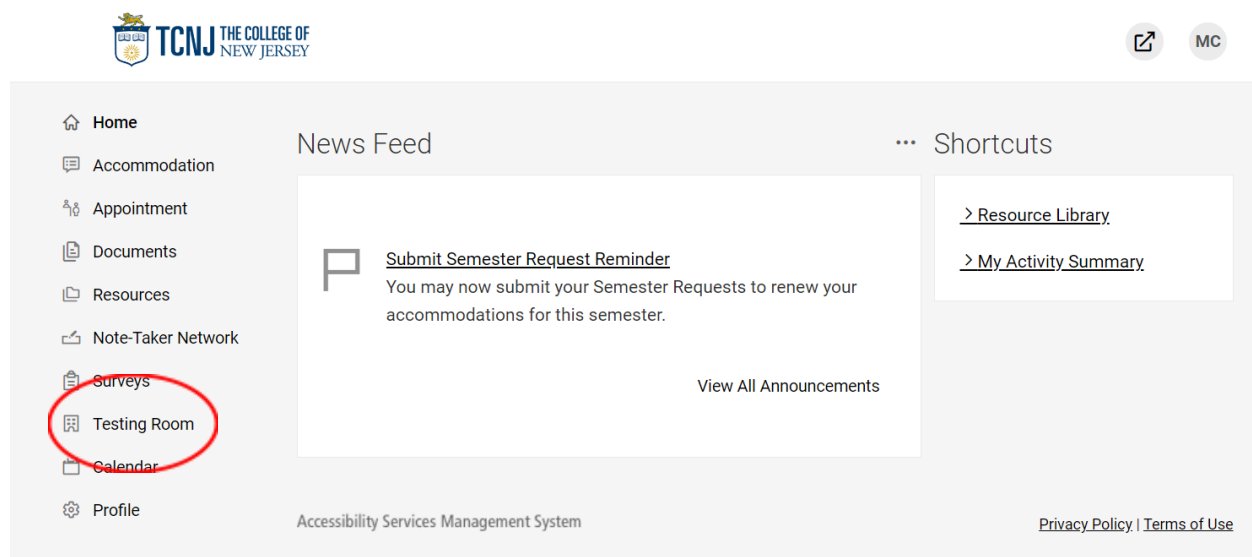
Updated August 2025

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 (**5 business days (168 hours) prior to the exam**). Students are able to book exams with us up to 60 days in advance. ARC proctors exams Mondays-Fridays 9am-4pm. If the student has not appeared for their exam within 15 minutes of the start time, the proctoring will be canceled and the professor will be notified. Rescheduling is a possibility, but limitations will apply. Please review our exam booking expectations and procedures on our website arc.tcnj.edu

Please review the following instructions on how to book an exam with us:

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



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

The screenshot shows the Testing Room page. On the left is a sidebar with navigation links: Home, Accommodation, Appointment, Documents, Resources, Note-Taker Network, Surveys, Testing Room (highlighted), Calendar, and Profile. The main content area has a light blue header with the text "match your needs, please contact ARC at arc@tcnj.edu." Below this are two sections: "Pending Testing Requests" and "Approved Testing Requests". Both sections contain a large icon of a document with a mountain and the text "No records found." At the bottom of the Pending Testing Requests section, a blue button labeled "New Testing Request" is circled in red.

4. Next, select the Course you are booking a test for from the “Course” dropdown menu. Click “Add Optional Filters.”

Under Building, select Roscoe West.

Next, 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.**

Finally, select the specific accommodations you need.

The screenshot shows the "1. Select a Filter" form. It starts with the instruction "Start by applying a filter to see available options." The "Course" dropdown menu is set to "Test Course 101 (TEST 101_LEC_1)". Below this is a section for "Add Optional Filters" which includes three dropdown menus: "Building", "Length", and "Accommodations". The "Accommodations" dropdown menu is currently set to "Extended time (50%) for timed assessments (tests...)". Below these are two sections: "Override Course Length" and "Final Exam". The "Override Course Length" section has a radio button selected for "Yes" and a text input field. The "Final Exam" section has a radio button selected for "No" and a text input field. At the bottom right are two buttons: "Clear Filters" and "Next Step".

5. Next, select the Date you will be taking your exam.

2. Select a Date

Need to update the dates? Head back to step 1 filters to make changes.

| September, 2025 | | | | | | |
|-----------------|-----|-----|-----|-----|-----|-----|
| MON | TUE | WED | THU | FRI | SAT | SUN |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

We require students to schedule for tests at least 5 business days (168 hours) in advance (so you will not see any dates sooner than 5 business 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 have selected the Date, time options will appear. Select your desired time for your test by clicking on the “Request” link by the correct time.

3. Select a Space

Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

| ▼ Roscoe West | | 25 Times Available |
|------------------------------------|--------------------|--------------------|
| ARC Testing Center Roscoe West 202 | 9:00 am 60 mins | Request |
| ARC Testing Center Roscoe West 202 | 9:15 am 60 mins | Request |
| ARC Testing Center Roscoe West 202 | 9:30 am 60 mins | Request |
| ARC Testing Center Roscoe West 202 | 9:45 am 60 mins | Request |
| ARC Testing Center Roscoe West 202 | 10:00 am 60 mins | Request |
| ARC Testing Center Roscoe West 202 | | Request |

7. Enter in the correct information for the Exam (“Test 1” or “Chapter 3 Test”, etc.), Uncheck any accommodations that you do not plan on using, Verify you have spoken with your professor regarding your request, and Add any notes, if needed.

Finally, click “Submit Request”.

Confirm Exam Booking

Testing Room

ARC Testing Center Roscoe West 202

Course

Test Course 101 (TEST 101_LEC_1)

Exam *

Use the name of the exam in your course syllabus (Test 1, quiz 2, etc.).

Test 1

Testing Date

September 02, 2025

Testing Time

9:00 am

Length

Completing this field will cause the page to reload. All fields will retain their values.

60

End Time

10:00 am

Accommodations Needed

Uncheck the accommodations that you do not plan to use for this test room booking.

☒ Extended time (100%) for timed assessments (tests, quizzes, graded in-class work)

Professor Discussion *

Have you spoken with your professor regarding this request? If the answer is no, this request will be denied. You must speak with your professor in order to book an exam with ARC.

☒ Yes ☐ No

Notes

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.**
- If the student has not appeared for their exam within 15 minutes of the start time, the proctoring will be canceled and the professor will be notified. Rescheduling is a possibility, but limitations will apply.

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.

Home / Testing Room

ARC Exam Rooms

✓ Your test room booking request has been submitted.

ⓘ Make your request for 5 business days (one FULL week - 168 hours) in advance of your requested proctoring date.

Pending Testing Requests

1 results

A2

ARC Testing Center Roscoe West 202

Test Course 101

September 02, 2025 9:00 am

Roscoe West Campus Ewing, NJ 08628 US

Extended time (100%) for timed assessments
(tests, quizzes, graded in-class work)

New Testing Request

Approved Testing Requests



No records found.