



California State University **Chico**  
Accessibility Resource Center

## **ARC Go!**

# How to Submit Exam Requests

---

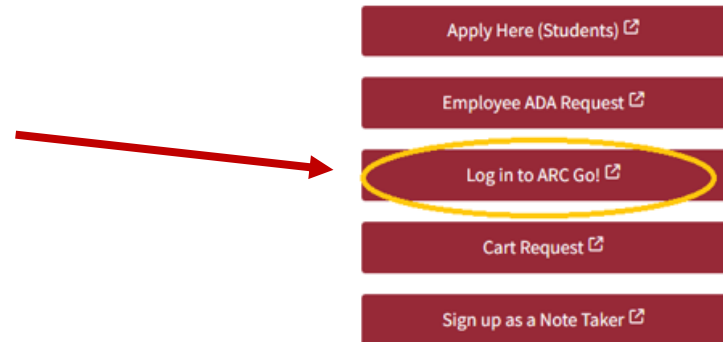
### **OVERVIEW OF EXAM REQUESTS**


This tutorial explains the steps to submit exam requests (exams, final exams, midterms, and quizzes) through your **ARC Go portal**.



## TESTING SERVICES (EXAM REQUESTS)

1. To get started, visit the [ARC home page](#) and select the “Log in to ARC Go” button. Enter your Wildcat Username and Password.
2. Before you can submit an exam request, you must have already requested accommodations for the current semester and sent Faculty Notification letters to your instructors. View the “How to Request Accommodations” tutorial for instructions.
  - a. Once accommodations have been requested, a Faculty Notification email will be sent to the instructor of record for each course.
  - b. This notification will include a link to an ARC Testing Agreement for instructors to complete.



 California State University **Chico**

### Login

Username:

Password:

[Forgot Password?](#)  
[Forgot Username?](#)

**Security Notice:**  
Remember to close your browser window when you are done.

**Need Help?**  
For account support call 530-898-HELP (4357)



## ARC GO PROFILE – ALTERNATIVE TESTING

---

Once you are logged into your ARC Go portal, click on “Alternative Testing” from the “Accommodations” menu on the left.

### MY DASHBOARD

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

### ACCOMMODATIONS

- > **List Requests**
- > **Alternative Testing**



## EXAM REQUEST – SELECT COURSE

From the dropdown menu, select your course then click the “Schedule an Exam” button.


Courses marked with an asterisk (\*) do not have an ARC Testing Agreement from the instructor. You may go ahead and schedule the exam, and ARC staff will reach out to the instructor for specific exam instructions.

**SCHEDULE AN EXAM**


---

**Important Note**

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

Select Course:  

**SCHEDULE AN EXAM >**





## EXAM REQUEST DETAILS

### EXAM REQUEST

Exam Type \*:

Exam ▾

**ARC Testing Agreement**

- What materials or software are required or allowed during exams? (If materials vary per exam, please indicate this in the comment section below.)
  - N/A

Date \*:

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

mm/dd/yyyy

Time \*:

Select ▾ Select ▾


1. Complete all exam details including Exam Type, Date and Time, and Services Requested. Click “Add Exam Request” at the bottom of the page to submit your request.
2. Exams must be scheduled for the same day and time the class will take the test.
3. Exams must be scheduled at least three (3) business days in advance of the exam, or at least five (5) business days in advance of final exams.
4. There is no guarantee that last-minute or day-of requests will be approved. Be prepared to take the exam in your class if it is not approved.
5. ARC staff will contact you if there are any issues with your request.



## EXAM REQUESTS – WHAT HAPPENS NEXT

- ARC Go will automatically send an email to your instructor when you submit an exam request. This email will include a link for the instructor to upload the exam directly into ARC Go, or they may opt to hand-deliver the exam to the ARC office.
- You may check the status of your exam by navigating to “Alternative Testing” in your ARC Go profile, then scroll down to “Upcoming Exams Scheduled.”
  - If you need to reschedule an exam, click “View,” update exam details, then click “Update Exam Request.”
  - To cancel an exam, click “View” then select “Cancel Exam Request.”

UPCOMING EXAMS SCHEDULED					
View	Status	Location	CRN	Subject	Course
<a href="#">View</a>	Approved	To Be Determined	00185201	CHEM	370
<a href="#">View</a>	Processing	To Be Determined	00184701	CHEM	320

EXAM REQUEST	TERMS AND CONDITIONS
Instructor Specified Date: <b>Exam - Wednesday, March 04, 2026 (55 Minutes)</b>	ARC will review your request and notify you if these modifications cannot be met.
Student Exam Request: <b>Exam - Wednesday, March 04, 2026 (55 Minutes)</b>	<b>CANCEL EXAM REQUEST</b> 



California State University **Chico**  
Accessibility Resource Center

## QUESTIONS?

---

Please contact the ARC office.  
We're here to help!

Phone: 530-898-5959

Email: [arcdept@csuchico.edu](mailto:arcdept@csuchico.edu)

**If you have trouble logging into your ARC Go portal, please contact ARC directly. Do not reach out to ITSS as they do not manage or have access to the ARC Go system.**