WE

ARC Go!

How to Request Testing Services



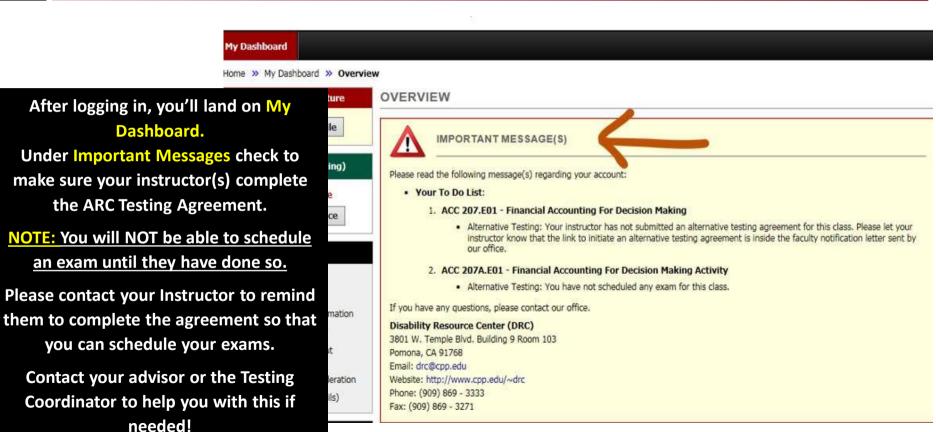
Visit the **ARC Go!**

california state University Chico			
Login			
Username: Password:	Security Notice: Remember to close your browser window when you are done. Need Help?		
Forgot Password? Forgot Username? Login	For account support call 530-898- <u>HELP</u> (4357)		

Enter your Wildcat Username and Password

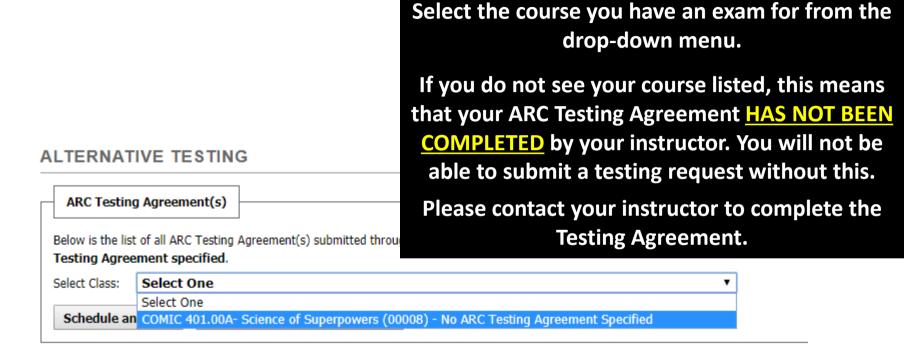


ARC Go! Dashboard





Schedule an Exam Continued...





After Submitting an Exam Request

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 to the system or they may opt to hand-deliver it to our office.
- You will receive an email when your request is approved (generally within 1-3 business days).
- If you need to change or cancel an exam, you can do so from the Alternative Testing page within the system.



IMPORTANT Testing Services Reminders

<u>Test Request Deadline:</u>

• ALL Exam Requests (exams, quizzes, finals, & mid-terms) must be submitted no later than 3 business days before the scheduled test date.

ARC Testing Hours:

Exams must be scheduled within the ARC testing hours:

Monday-Thursday 8:00am - 7:30pm Friday 8:00am - 5:00pm

On the Day of Your Scheduled Exam:

- Arrive at least 5 minutes early and please come prepared (approved test materials ready, cell phone turned off, etc.)
- Chico State ID is required to bring for exam check-in.

Academic Integrity:

• ARC adheres to the University's Student Conduct Code. Consistent proctoring, video surveillance, and monitoring of students will be enforced. If a student is suspected of academic dishonesty, the exam will be stopped and the incident will be reported to both Student Conduct, Rights and Responsibilities and the Instructor.

For further details, please visit the <u>SCRR Academic Integrity</u> Page.



Questions?

Please contact our office. We're here to help!

Phone: (530) 898-5959

Email: arcdept@csuchico.edu

ARC Website