ARC Go!

How to Request Testing Services
OVERVIEW OF TESTING SERVICES

This tutorial explains the following steps for requesting Testing Accommodations through ARC Go!

Before you are able to access your test accommodations (schedule exams), you must submit a Testing Accommodation Request for each class.

The tutorial explaining how to submit an Accommodation Request is available on the ARC website: ARC Go!

Following the submission of your (Testing) Accommodation Request Process:

1. As soon as Accommodation Requests have been submitted, ARC will email a Notification of Accommodations to instructors and students (including only the accommodations the student customized).

2. Instructors will complete the ARC Testing Agreement and ARC will approve and administer the exam.

   NOTE: This notification will include a link to the ARC Testing Agreement for instructors to complete.

3. Student will then be able to schedule exams via ARC Go!
Visit the **ARC Go!**

Enter your Wildcat Username and Password

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)
After logging in, you’ll land on My Dashboard.

Under Important Messages check to make sure your instructor(s) complete the ARC Testing Agreement.

NOTE: You will NOT be able to schedule an exam until they have done so.

Please contact your Instructor to remind them to complete the agreement so that you can schedule your exams.

Contact your advisor or the Testing Coordinator to help you with this if needed!
What is the ARC Testing Agreement?

The ARC Testing Agreement is for your instructor to complete prior to the submission of exam requests. The Agreement includes questions regarding materials allowed during exams, what time you are permitted to take exams (during or outside of scheduled exam time), contact information, and so on. Your instructor will complete this as an overall agreement, but the details per exam are subject to change.
How to Schedule an Exam Request

Under the MY ACCOMMODATIONS menu, select ALTERNATIVE TESTING.

NOTE: This option will only appear if you have selected Alternative Testing in your Accommodation Requests.
Select the course you have an exam for from the drop-down menu.

If you do not see your course listed, this means that your ARC Testing Agreement HAS NOT BEEN COMPLETED by your instructor. You will not be able to submit a testing request without this. Please contact your instructor to complete the Testing Agreement.
Select "Schedule an Exam". The message above reads "You can still request exams even if there is no ARC Testing Agreement specified." This is true; however, it will be completed by ARC staff on behalf of the instructor and may not be absolutely accurate. Because of this, we strongly encourage instructors to complete them as soon as possible.
Schedule an Exam Continued…

Complete the required fields (Select Class, Request Type, Date, Time, and Services Requested) and then select “Add Exam Request”.

You can also add any additional notes that may pertain to your exam.

View the “Exam Schedule Availability” to select a time that complies with ARC’s available testing hours.
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

Test Request Deadline:
• 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 SCRR Academic Integrity Page.
Questions?

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

Phone: (530) 898-5959

Email: arcdept@csuchico.edu

ARC Website