

Wartburg College – Academic Resource Center (ARC)  
Testing Center Agreement

**Student Testing Responsibilities:**

- Will communicate with my instructor to understand their expectation of how close to the in-class exam date/time that I am expected to take the exam in the ARC Testing Center
- Will request to test in the ARC Testing Center at least two business days in advance, understanding my request may be denied if I do not adhere to this requirement
- Will arrive at least five minutes before my test time, acknowledging if I am late, I will test with the remaining time, bringing applicable materials with me (ex: calculator)
- Will notify the ARC by email or phone if I need to reschedule or cancel my exam

\_\_\_\_\_ I acknowledge that I understand the student responsibilities.

**Instructor Testing Responsibilities:**

- Will deliver materials at least 30 minutes prior to the exam start time
- Will indicate any special instructions related to my exam
- Will communicate with the ARC if my exam needs to be completed by a specific day & time
- Will pick up my exam from the ARC once completed

\_\_\_\_\_ I acknowledge that I understand the instructor responsibilities.

**Academic Resource Center Testing Responsibilities:**

- Will administer approved exams Monday-Friday, 8:30am-4:15pm
- Will verify student eligibility for testing
- Will send a confirmation email to the student and instructor when a request has been approved
- Will send a notification to submit a new request if I do not follow the requesting policy
- Will provide a reader or scribe if approved and indicated in my request
- Will review the exam instructions with me prior to testing and monitor me during testing
- Will notify faculty of completed exams, keeping exams in a secure location until pick up

\_\_\_\_\_ I acknowledge that I understand the ARC responsibilities.

Before/during testing, the student agrees to:

- Leave backpacks, books, notebooks, cell phones, smart watches, etc. in the ARC
- Pockets will be checked before entering the testing room
- Remain in the assigned testing room until the exam is complete
- Adhere to the Wartburg Honor Code

Failure to adhere to the policies outlined here may result in the notification of my faculty member about behavior, the faculty decision to fail the exam, the revocation of my ability to test in the ARC Testing Center or disciplinary action taken for academic misconduct.

**I have read and agree to abide by the terms of the ARC Testing Center. I understand it is my responsibility to adhere to the deadlines and policies outlined above.**

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**I confirm that the ARC Testing Center Policies have been communicated with this student.**

\_\_\_\_\_  
ARC Representative Signature

\_\_\_\_\_  
Date