



**Student Accessibility Center
Proctored Alternative Testing Procedure and Agreement**

Procedure

Students who take exams in SAC may select one of the following options:

- A.** 1. Complete Alternative Testing Form for each exam with your instructor.
2. Bring completed forms to Mitchell 112/SAC Main Office to schedule all exams within the first three weeks of class.

Or

- B.** 1. Student completes his/her portion of Alternative Testing Forms
2. Bring Alternative Testing Forms to Mitchell 112/SAC Main Office with syllabi (to confirm course exam dates) to schedule exams, within the first three weeks of class.
3. SAC will add a due date to the Alternative Testing Form; student will take the Alternative Testing Form to instructor for completion of instructor portion.
4. Student returns Alternative Testing Form to SAC by the due date listed on the form.

Agreement

Like all UWM students, students who receive accommodated testing services with the SAC office are expected to demonstrate academic honesty and integrity in the utilization of these services; failure to do so may subject students to disciplinary action pursuant to the Student Academic Disciplinary Procedures (Wis. Admin. Code Chapter UWS 14). **Students should be aware that the SAC alternative testing room may be monitored and videotaped with the use of surveillance cameras.**

In addition, all students using SAC's testing services must review and agree to the following:

1. **Scheduling:** I have sole responsibility for scheduling my exams with SAC and to remind my instructor that he or she must provide SAC with the exam at least one day prior to the scheduled exam date.

2. **Exam Date:** I will schedule all exams the same day and time as the class is scheduled to take them. The **ONLY** exception is a course conflict; work, doctor appointments, preferred dates/times and vacations will **NOT** be considered.
3. **Deadlines:** All non-final exams must be scheduled within the first three weeks of the semester or at least a minimum of seven calendar days prior to the exam. Allowable exceptions include: new SAC students; exam schedule change; or no exam schedule on the syllabus. Final exams must be scheduled no later than **December 1** for the fall semester and **April 25** for the spring semester.
4. **Changes:** Any changes to the originally scheduled time must be approved by the instructor, in writing, to sachelp@uwm.edu, prior to the scheduled date.
5. **Late Arrival:** If I arrive late, the number of minutes I am late will be deducted from my allotted test-taking time. Arrival more than 15 minutes past my scheduled time will result in the forfeiture of scheduled exam time and the exam will be returned to the instructor. Rescheduling of exam will only be allowed with written approval of the instructor to sachelp@uwm.edu.
6. **Personal Items:** All items, including those in my pockets (MP3 players, cell phones, wallets, etc.), must be placed in a clear storage bag and secured with SAC staff. Unless authorized by the instructor in writing or specifically identified on my VISA, I will not be allowed use of any aids, including notes, books, calculators, etc.
7. **Scratch Paper:** Will be provided by SAC.
8. **Exam Room:** Once an exam has begun, I will not be allowed to leave the testing room. If there is an emergency and I must use the facilities, I will be accompanied to the restroom, which may be searched prior to my entry.
9. **Exam Integrity:** If the integrity of the exam is in question (i.e., cheating is suspected), the exam will be removed immediately and the instructor notified. SAC's Director will investigate and report his/her findings to the instructor in writing, with a copy to the student's file and the school or college's investigative officer. The instructor may pursue disciplinary action as set forth in UWS Chapter 14. Under UWS 14.04, potential disciplinary sanctions may include an oral reprimand; a written reprimand presented only to the student, an assignment to repeat the test to be graded on its merits; a lower or failing grade on the particular test; a lower grade in the course; a failing grade in the course; student removal from the course; a written reprimand to be included in student disciplinary file; disciplinary probation; or suspension or expulsion from the university.

I have read, understand, and agree to the conditions listed above.

Student signature

SAC Staff signature/date