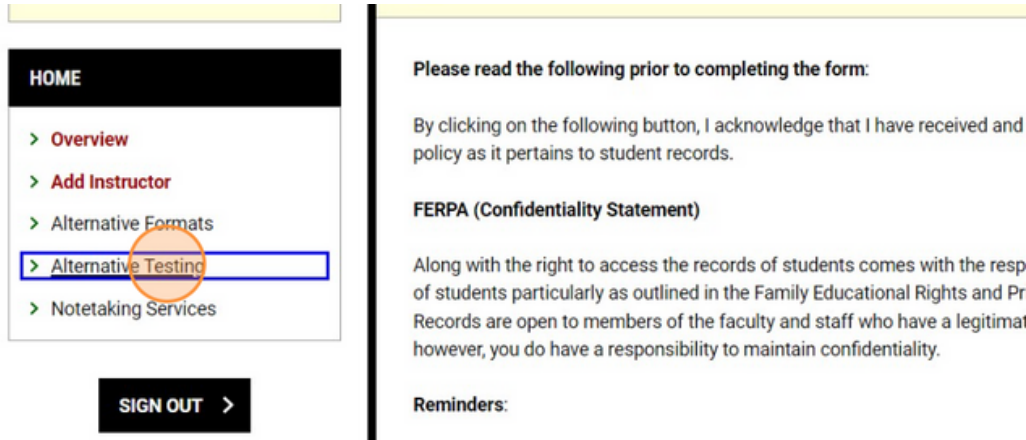


Step 1

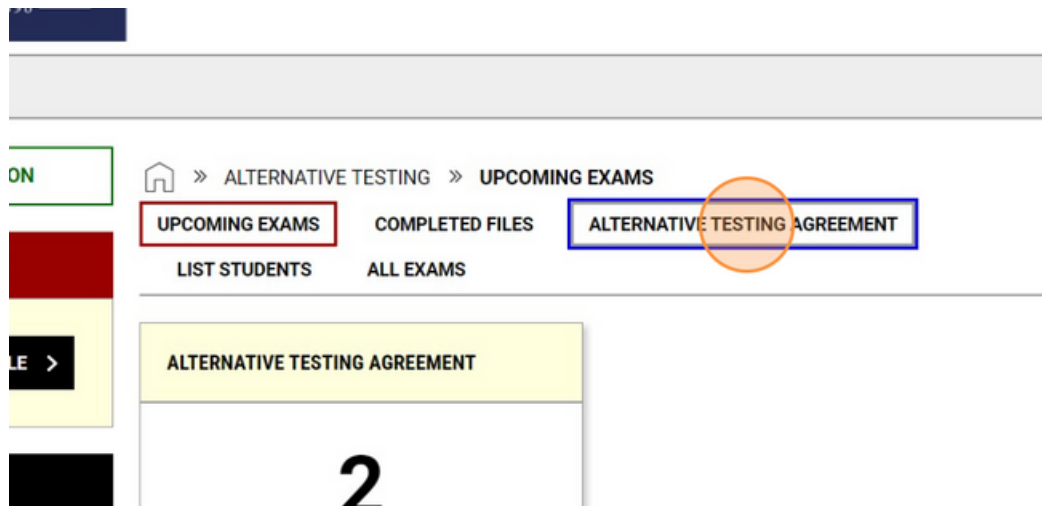
Log in to [AccessWU](#) (Link posted on employee intranet. Click “Forms”.) then click “Alternative Testing” in the sidebar.



You can also find the link to AccessWU on our website. Visit our website here: <https://www.wingate.edu/academics/student-support/disability-support-services>. Click on the plus sign next to “About Us” then “Access WU Portal”. Select “I am Faculty”.

Step 2

At the top, click “Alternative Testing Agreement”.



Step 3

Find the applicable class and section, then click “Specify Alternative Testing Agreement”.

Status: **Not Specified** - [Specify Alternative Testing Agreement](#)

DPT 752.01 - DIAGNOSIS & MGMT OF NEUROLOGICAL COND 2 (CRN: DPT752_01)

Status: **Not Specified** - [Specify Alternative Testing Agreement](#)

Summary:

- Number of Students Requesting Alternative Testing: 1.

QUESTION?

Step 4

Click the drop under “Confirm Task”, and select “Confirm to Proceed”.

AVAILABLE OPTIONS FOR DPT 752.01

Exam Management Method: [?](#)

DSS Will Proctor Exams

Confirm Task ^{*}:

Select One

FORM SUBMISSION

Step 5

At the bottom, click “Submit Your Selection”.

FORM SUBMISSION

SUBMIT YOUR SELECTION

Step 6

Select where the student will be testing.

LIST OF QUESTIONS

Where will the student be taking the test? *

- Classroom
- Academic Resource Center
- On their own
- Levine Health Sciences Building
- Hendersonville Campus
- Ballantyne Campus

Step 7

Choose how the student will be taking their exam.

How will the student be taking the exam? *

- Using Canvas on their laptop
- Using Exemplify on their laptop
- Paper format (Instructor will drop off test in ARC)
- Paper format (Instructor will upload exam using ACCESSWU)
- Using their own laptop (Non-Canvas or Exemplify test)
- Using the ARC computer (Non-Canvas or Exemplify test)

Step 8

Select allowable materials for the test.

Please select allowable materials for the test:

- Book/ Notes
- Writing Utensil (pen/pencil)
- Calculator
- Table/Formula Sheet (not provided by professor)

Additional Comment:

Step 9

Let us know how the test will be retrieved from the ARC.

Please let us know how the completed test will be retrieved from the ARC.

- The student will submit their test via Canvas or Exemplify.
- The instructor will pick it up from the testing location.
- The instructor will authorize the student to return the exam in a sealed envelope.
- A designee will pick up the test. Please provide name below. (Specify Below)
- Please scan and email the exam to the instructor (Instructor is aware that there may be up to 24 hour delay and this method is not as secure as other methods).

Step 10

Add your phone number.

CONTACT INFORMATION

Phone Number *:

United States of America (+1) ▾ |

Step 11

Click to submit the form and continue to specify the exam dates. It is important to specify the exam dates in advance so students are able to sign up for them. Please go ahead and do so when completing the agreement.

FORM SUBMISSION

SUBMIT AND CONTINUE TO SPECIFY EXAM DATES >

Questions? Contact ARC Coordinator

Abby Clonts

Office 213 - Academic Resource Center

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704-233-8271