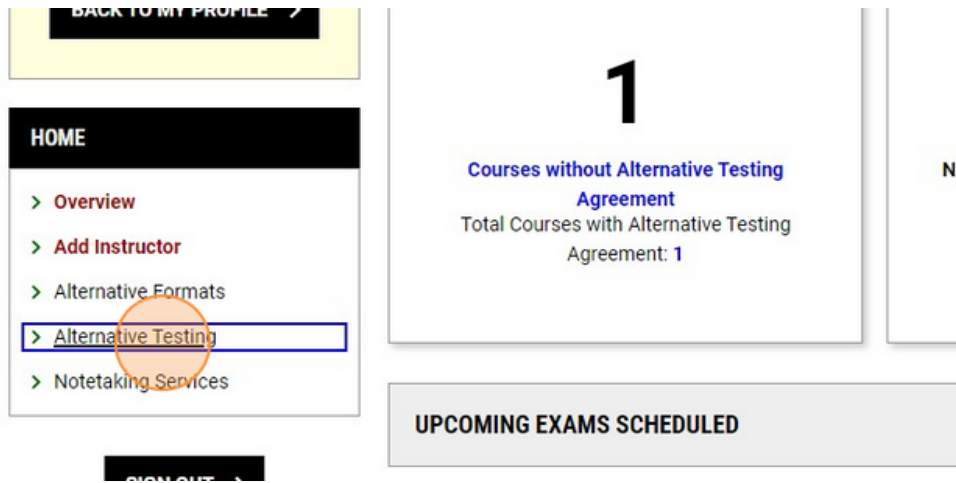


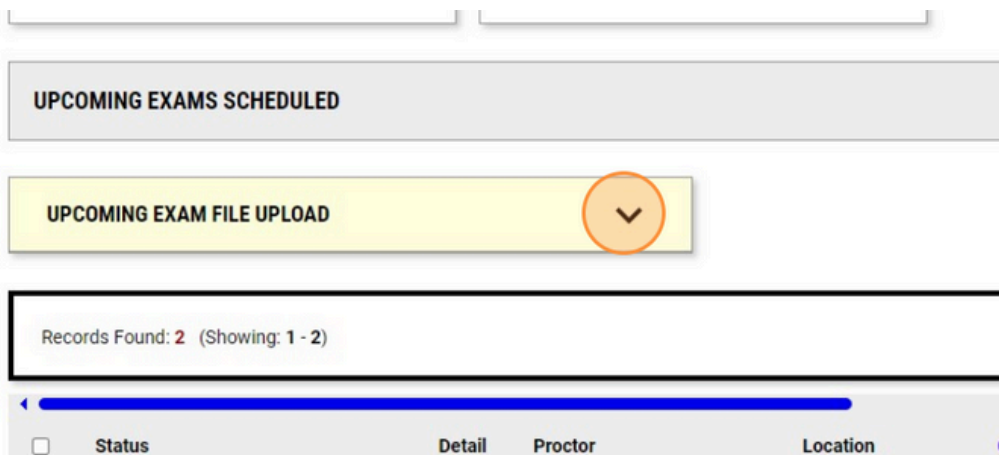
Step 1

Navigate to [AccessWU](#) (Link can be found in employee intranet under “forms”). In the sidebar, click “Alternative Testing”.



Step 2

Next to “Upcoming Exam File Upload”, click the arrow to expand.



Select which student(s) you are uploading the file(s) for.

Step 3

Records Found: 2 (Showing: 1 - 2)

<input type="checkbox"/>	Status	Detail	Proctor
<input checked="" type="checkbox"/>	Approved <a href="#">Review Instructions By Student</a>	<a href="#">Detail</a>	Not Assigned
<input type="checkbox"/>	Approved <a href="#">Review Instructions By Student</a>	<a href="#">Detail</a>	Not Assigned

Title the file.

Step 4

**UPCOMING EXAM FILE UPLOAD**

Please select **at least one exam** from the table below. Any exams uploaded through this method will only apply to the selected exams.

File Title \* :

Select File \* : ?

No file chosen

Select file(s) to upload.

Step 5

Please select **at least one exam** from the table below. Any exams uploaded through this method will only apply to the selected exams.

File Title \* :

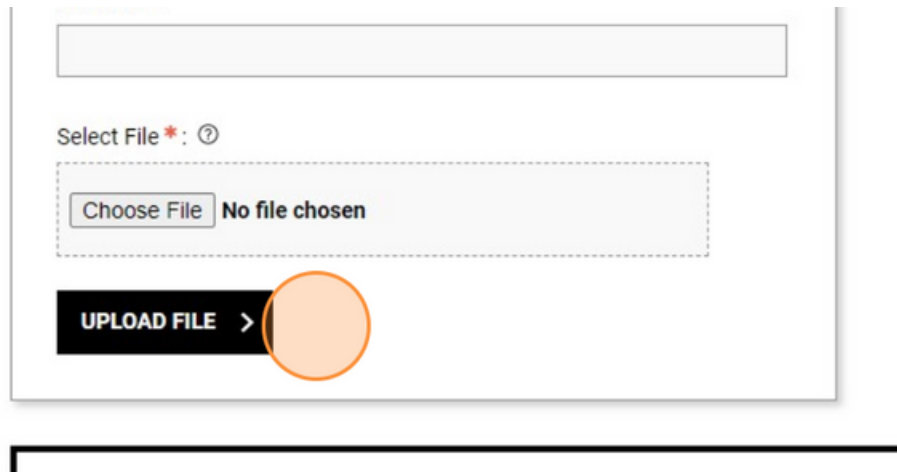
  

Select File \* : ?

No file chosen

Step 6

Click "Upload File".



The screenshot shows a web form for file upload. At the top is a text input field. Below it is the label "Select File \*:" with a help icon. Underneath is a dashed box containing a "Choose File" button and the text "No file chosen". At the bottom of the dashed box is a black button labeled "UPLOAD FILE" with a right-pointing arrow. An orange circle highlights the right side of the "UPLOAD FILE" button. A thick black horizontal line is positioned below the dashed box.

**Questions?** Contact ARC Coordinator

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