ARS - email ars@unc.edu [1] - Connecting with ARS to receive accommodations for Fall Finals 2018 - the last day for a student to submit a Self-ID and documentation to ensure we are able to make a determination for Fall 2018 Finals is Monday, 11/26 at 5pm.

Accommodated Testing Center - email proctor@unc.edu [2]

**Deadlines:** The ARS Portal will close at 11 PM on Tuesday, November 20, for scheduling any remaining regularly scheduled testing with accommodations for graduate and undergraduate students. It will open at 12 Pm (NOON) on Wednesday, November 21, to begin scheduling all final examinations with accommodations for our students. After this time, there will be no further scheduling for exams that are happening before December 6. The portal will close for finals scheduling at noon on Friday, November 30. After the portal closes on November 30, there will not be any further scheduling and no changes will be accepted, even if a student has already scheduled their final exam. Extenuating circumstances will be considered on a case-by-case basis. **ALL FINAL EXAM SCHEDULES WILL BE CONSIDERED CONFIRMED AS ENTERED AT NOON ON WEDNESDAY, NOVEMBER 30.**

Final exams will begin seating on Friday, December 7, and run through until Friday, December 14. There will not be seating for finals on Reading Days ? no exams will seat on Thursday, December 6 or Wednesday, December 12. There will be two seatings for each exam day ? 9:00 AM and 3:00 PM. When scheduling their exams through the portal, students should select the start time that is closest to the actual start time of their final for the rest of the class. ARS will not make any exceptions or allow seating outside of these two start times. When scheduling finals, students will need to adhere to the scheduled dates set forth by the Office of the University Registrar. You can find that schedule at https://registrar.unc.edu/academic-calendar/final-examination-schedule-f... [3] order to schedule for a date outside of their normal final, students will need permission from the instructor.

**Excuses:** If you need to make arrangements due to the ?3-per-day? rule for final exams or if your specific and assigned testing accommodations mean that you need assistance with scheduling your exams outside of the normal parameters, you will need to fill out the Exam
Excuse Request form from Academic Advising. That form can be found via their website here: https://eef.oasis.unc.edu/. If you need any help with determining if you should use this form, please email ars@unc.edu.

**Students:** Students schedule their own exams. ARS staff will not be able to make changes outside of the portal parameters. Staff in the ARS office will do their best to assist with questions and identifying system errors, but are not responsible for student errors made when scheduling. Final exams are expected to last 3 hours unless otherwise specified by course instructions. Students should consult their course syllabi or instructor for information regarding the length of the final, and secure information related to the preference of instructors around scheduling. Instructors are sent scheduling information with start and finish times, and are invited to assist students with identifying errors in scheduling. **IT IS THE STUDENT’S RESPONSIBILITY TO CONFIRM ALL DETAILS FOR SCHEDULING THEIR FINAL EXAMS.**

**Instructors:** Instructors are reminded that agreed accommodations are legally mandated. ARS staff will not proctor any finals with audio/visual or timed components. For these types of exams, ARS encourages instructors to make on-site arrangements for students with accommodations, and staff will be able to offer assistance concerning any such provisions and questions the instructors may have. The most common testing accommodations are "+50% extended testing time" (meaning that a 3 hour final exam will seat for 4.5 hours) in a "low distraction setting." This is a setting outside of the usual classroom or testing center that limits interruptions and other environmental impacts.

**Seating Placement:** Once the portal closes, ARS will begin seating placement assignments. Students will be notified via email of their testing locations. Once assigned, students cannot be moved. Students cannot request special seating placement; assignments are based on approved accommodations and cannot be altered.

**Responsibilities:** Failure to make the appropriate arrangements and adhere to ARS scheduling policies and procedures may result in a student not being able to utilize their accommodations during final exams. ARS staff cannot make changes to final exam scheduling outside of the portal parameters, cannot make last minute changes or adjustments, and are not equipped to facilitate any exams outside of the parameters set forth above.

**Questions:** If you have any questions during this final exam scheduling, we encourage you to email our office at proctor@unc.edu for clarification. We will be happy to help you navigate this process to the best of our ability and as time allows.

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**Source URL:** https://ars.unc.edu/about-ars/whats-new/content/current-semester-information-dates-and-deadlines

**Links**

[1] mailto:ars@unc.edu
[2] mailto:proctor@unc.edu