Non-Standard Test/Exam Scheduling Request

To ensure ARS can proctor your assessment, students must schedule their assessments at least 4 business days prior to the test date. If you were unable to make your request via the portal, you can use the form below to request an exception via our non-standard scheduling request.

- Submission of this form DOES NOT GUARANTEE that your assessment can be scheduled; this is wholly dependent upon space and resources.

- ARS WILL CONTACT YOU ONLY IF THE TEST / EXAM CAN BE SCHEDULED and so in the meantime we suggest that contact your instructor to see if any alternative arrangements can be made, for example for you to test on a day for which the regular test scheduling process can be used or by using the Undergraduate Testing Center.

First Name *
Last Name *
PID *
UNC Email Address *
Cell Phone * 

Class 

Class * 

Class Number * 

Class Section * 

Instructor's Last Name * 

Instructor's UNC Email * 

Date of test/exam *

Month

Day

Year

Start time *

hour

: minute

am

pm

Length in minutes - WITHOUT any extended time * 

Reason for late request *

My instructor just scheduled (we will follow-up with your instructor)

This is a make-up (due to disability/disability-related illness)

I missed the sign-up deadline

Other...

By submitting this form, I acknowledge that: (1) Submission of this form does NOT guarantee my assessment can be scheduled. (2) ARS will reach out to me to confirm only if the assessment can be scheduled. (3) Each request is considered on a case-by-case basis: seating and staff availability, timeliness of my request, extenuating factors, and my prior request record will be considered when reviewing my request. (4) I should reach out to my instructor to discuss alternate arrangements for testing, should ARS not be able to fulfill this request; (5) Per the university’s honor code, all information I have given above is accurate.

Today's Date *

Month

Day

Year

Submit
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Source URL: https://ars.unc.edu/students/request-forms/non-standard-testexam-scheduling-request