Non-Standard Scheduling Request Form for Tests/Exams/Timed Assessments

The Non-Standard Scheduling Request Form should only be used if you have missed the deadline to schedule your exam through the ARSHub [1].

- We will contact you only IF we can make the arrangements you have indicated on the form.

- Submission of this form does not guarantee your test/exam/assessment can be scheduled at the requested day and time and you should continue to explore other arrangements with your instructor in the event that we cannot make arrangements for you.

- Our ability to schedule an exam outside of our regular process via the ARSHub [1] is dependent upon the availability of space and the staff and administrative burden/time required to attend to your request.

First Name * ____________________________
Last Name * ____________________________
PID * ____________________________
UNC Email Address * ____________________________
Cell Phone * ____________________________
Class ____________________________
Class * ____________________________
Class Number * ____________________________
Class Section *
Instructor's First & Last Name *
Instructor's UNC Email *
Date of test/exam (this is the date you are requesting to sit for the exam) *
Month  Day
Start Time *
hour : minute
am pm
Length in minutes - regular, WITHOUT extended time *
Reason for Request *
ARS Testing Center - course is in person and I failed to schedule my exam before the one-week deadline
Remote proctor - accommodations cannot easily be facilitated in the online platform
Just Connected with ARS - trying to schedule at the ARS Testing Center, connected less than one week ago
Other - extenuating circumstances such as weather vent, professor changed the date, etc. (will need to list reason)
Today's Date *
Month  Day  Year
Submit

Source URL: https://ars.unc.edu/students/request-forms/non-standard-scheduling-request-form-testsexamstimed-assessments

Links
[1] https://arshub.unc.edu