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 ARS Hub [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 ARS Hub [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 * ___________________
### 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 event, professor changed the date after the deadline, etc.

### Class Section

<table>
<thead>
<tr>
<th>Instructor's First &amp; Last Name</th>
<th>Instructor's UNC Email</th>
</tr>
</thead>
</table>

### Date of test/exam

- **Month**
- **Day**

### Start Time

- **hour**
- **minute**
- **am**
- **pm**

### Length in minutes - regular, WITHOUT extended time

- **Minutes**

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**Source URL**: [https://ars.unc.edu/students/request-forms/non-standard-scheduling-request-form-testsexamstimed-assessments](https://ars.unc.edu/students/request-forms/non-standard-scheduling-request-form-testsexamstimed-assessments)

**Links**

[1] [https://arshub.unc.edu](https://arshub.unc.edu)