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 with ARS for a proctor:

- Submission of this form does not guarantee your test/exam/assessment can be scheduled at the requested day and time. The ability to schedule an exam is dependent upon the availability of staff and administrative burden/time. We will work with you to find an appropriate day and time if possible.

- Given the population of students we serve, including those who are immunocompromised, we are taking precautions, including physical distancing, in the ARS Testing Center. Consequently, capacity will be reduced, though we will remain open for our regular hours Monday through Thursday from 8 AM until 8 PM, and Friday from 8 AM until 5 PM.

- Please reach out to your instructors BEFORE scheduling exams. Check to make sure they can provide for your accommodated testing needs. If they are unable to proctor your exam with the more complex/involved accommodations (i.e. scribe, reader, more than 50% extended time, etc.), please go ahead and schedule your exams in the Hub [1] to be taken at the ARS Testing Center ONE WEEK BEFORE the scheduled testing date.
You will receive confirmation if we are able to schedule your exam. Please follow up with us via email ars@unc.edu [2] if you do not receive a response within 2 business days.

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 and I failed to schedule my exam before the one-week deadline
?
Professor Notification - my instructor is accommodating my testing needs in the class, and I failed to notify them before the one-week deadline
?
Just Connected with ARS - please email and let us know if you need a remote proctor, at the ARS Testing Center, or professor notification after submission

Today's Date *
Month ______ Day ______
