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

The Non-Standard Scheduling Request Form (NSS) should only be used if you have missed the one-week 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 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) *

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
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<tbody>
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Start Time *

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<th>hour</th>
<th>minute</th>
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am ?

pm

Length in minutes - regular, WITHOUT extended time * ________________________________

Reason for Request *

? Late Request - course is in person and I failed to schedule my exam before the one-week deadline
? Just Connected with ARS - trying to schedule at the ARS Testing Center, connected less than one week ago
? Scheduling Error - I already have an exam scheduled in the ARS Hub, but need to change it
? Extenuating circumstances - such as weather event, professor changed the date after the deadline, other outside factors

Today's Date *

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
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Source URL: https://ars.unc.edu/students/request-forms/non-standard-scheduling-request-form-testsexamstimed-assessments

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