

### **Instructions for Scheduling Exams**

#### **That Will Be Taken in the Disability Services Office**

**(if taking an exam in an academic department or online, you do not need to fill out this form)**

1. Please make sure you schedule your test at least 48 hours (2 business days) prior to the exam date. (Monday exams should be scheduled no later than Thursday noon and Tuesday exams by Friday at noon) We cannot always accommodate last minute reservations.
2. Click on [https://forms.office.com/Pages/ResponsePage.aspx?id=Mn3Vp\\_fkjUmhj-Qp-N8faHfUsCPgTJ1OgAJwtRIsDfxUQlkxSDdPVjNYQUFOOFIBQkdKRkNOQ1IVUi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Mn3Vp_fkjUmhj-Qp-N8faHfUsCPgTJ1OgAJwtRIsDfxUQlkxSDdPVjNYQUFOOFIBQkdKRkNOQ1IVUi4u) (This will take you to the Disability Online Test Scheduling form) **This can also be found on the Disability Services UE webpage.**
3. Read all instructions at the top of the form.
4. Fill out all required fields
  - Include **#6 and 7** or your Professor will not receive a copy of your test request
  - Make sure to add “@evansville.edu” to both **#3 and 7**.
5. For **#9**, please make sure to include AM or PM.
6. Once all fields have been filled out completely, click the SUBMIT button at the bottom.
7. You, your Professor, and Disability Services will receive an automatic email with your information listed.
8. Please look at the automatic email to make sure EVERYTHING has been included.
9. Please call our office (812-488-2663) or email [disabilityservices@evansville.edu](mailto:disabilityservices@evansville.edu) with any questions you may have.

- Students are responsible for scheduling their exams.
- Students should schedule the exam at least 2 business days prior to the exam date. If the exam is on a Monday, students need to schedule the exam no later than the Thursday prior.
- Students should take the exam when the rest of the class is scheduled to take it. Exceptions are made if the student will miss another class in order to receive extended time for the test. In those instances, the student will work with the instructor to find an alternate time to test.
- Students are expected to be on time for tests scheduled in Counseling Services. The testing time begins at the time the test is scheduled. If the student is late, the missed time will be forfeited.
- Students will not be allowed to enter testing rooms with any electronic devices, aids, notes, backpacks, etc. except what is allowed by the instructor. The instructor must give the Office of Counseling Services a list of approved aids and instructions with the test.
- Unauthorized use of aids, note, phones, etc., will be reported to the instructor. Cheating of any kind will be reported to the instructor and Dean of Students.
- All other university guidelines for test taking also apply to the Office of Counseling Services test administration.