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## **Scheduling a Test**

- For **day classes** (during regular office hours), the student must schedule the exam with the Manager of the Academic Support Center no later than three (3) business days before the exam to receive testing accommodations. Students are responsible to notify their instructors of the date and time they are taking the exam in the Testing Center.
- For **evening classes** (after office hours), exams will be proctored during office hours as arranged. If special accommodations after office hours are absolutely necessary, we will make every effort to be flexible.
- It is the student's responsibility to notify the Manager of the Academic Support Center if tests are canceled, if dates change, or if the testing office is no longer needed for a particular test. If the student does not show up for the scheduled exam, he/she must make arrangements with the instructor for a make-up test before being allowed to reschedule the test with the ASC.