How to Schedule an Exam in the Testing Center

- The Testing Center provides a **distraction limited testing environment** to students approved for such an accommodation.

- At the beginning of the term, you should speak privately with your professor to discuss your approved accommodations, including your alternative testing arrangements. Remind your professor if you receive extended time for exams.

- Each time you wish to schedule a test in the Testing Center, you must talk to your professor to find out whether you or your professor will contact the Testing Center Coordinator to schedule the exam. Some professors will schedule the exam for you after your discussion. Others will direct you to contact the Testing Center to schedule the exam.

- The Testing Center operates by appointment only. Walk ins are not permitted. All Testing Center requests must be made at least two (2) business days in advance of the time you wish to take your exam in the Testing Center. (Saturday and Sunday are NOT business days.)

- **If you are scheduling the exam, you will need to provide the following information:**
  - the **name of the class and professor, and the date and time** you would like to schedule the exam. (If you wish to schedule your exam at a day or time different from the rest of the class, you must first get explicit permission from your professor to take the exam at the different day or time.)

- All information that you provide will be confirmed with your professor by the Testing Center.

- If there is space available in the Testing Center, you will receive a confirmation email from the Testing Center once your request has been approved by your professor.

- **Things to Consider:**
  - Students should ask their professors for a list of exam dates if not already provided in the syllabus.
  - It is possible that you might not have access to your professor if you take your exam in the Testing Center.
  - Students are responsible for reminding their professors of the testing accommodation arrangement prior to each exam.
  - If you need to cancel or reschedule an exam scheduled in the Testing Center, you must first ask your professor, and then notify the Testing Center. The Testing Center cannot give you permission to cancel or reschedule.
  - If you do not schedule your exams in a timely manner, it is unlikely that space in the Testing Center will be available.

- **The Testing Center is located in Old Chapel 312. The hours of operation are Monday through Friday, 8:30 am - 4 pm.** Contact testingcenter@union.edu for your scheduling needs.