



ACCOMMODATED EXAM REQUEST SCHEDULE

Many students are eligible for accommodated exams (e.g., extended time, proctored, quieter environment, breaks, exam read, exam transcribed, etc.). If you are a student who is eligible for proctored exams, we are delighted that you are using the service. Since we serve a large volume of students, we must adhere to the following guidelines. These are necessary to ensure that we have a room and a proctor for you. **If there is a huge problem with meeting a stated deadline, contact your D2A2 adviser by email. The D2A2 adviser will work with you towards a reasonable solution.** (If you cannot remember the name of your D2A2 adviser, you may contact the office to ask at 724-357-4067 or disability-access@iup.edu)

Also, please note if there is a time concern: The **TEST REQUEST FORM** is available at: www.iup.edu/disabilitysupport/forms/ If you open the PDF fillable form, you can type in the information, save it, and email it to your professor, asking that the professor email it to dss-test@iup.edu. (Of course, it is your responsibility to check with the professor and D2A2 to ensure that this occurs.)

EXTENDED TIME EXAM REQUEST SUBMISSION DEADLINES – REGULAR EXAMS

EXAM DAY	LATEST DEADLINE for SUBMISSION REQUEST
Monday	TUESDAY of the week before
Tuesday	WEDNESDAY of the week before
Wednesday	THURSDAY of the week before
Thursday	FRIDAY of the week before
Friday	Monday of the week of the exam

EXTENDED TIME EXAM REQUEST SUBMISSION DEADLINES – FINAL EXAMS

You can determine when your final exams are scheduled by checking the syllabus and/or <http://www.iup.edu/news-events/calendar/academic/> and selecting the appropriate semester's link from the box on the left. If you are unsure, ask your professor and/or your D2A2 adviser.

EXAM DAY	LATEST DEADLINE For FINAL EXAM SUBMISSION REQUEST
Monday	MONDAY of the week before
Tuesday	TUESDAY of the week before
Wednesday	WEDNESDAY of the week before
Thursday	THURSDAY of the week before
Friday	FRIDAY of the week before

NOTE: Graduate Candidacy and Comprehensive Exams (Written and/or Oral) and Dissertation Defenses need to be discussed well in advance with your D2A2 adviser. Individual arrangements for these exams are handled on a case-by-case basis.