



University of Vermont Exam Proctoring Center Scheduling Policies

Changes Effective August 28, 2023

1. Students must schedule their exams a minimum of three business days prior to their exam date.
 - a. **Example: Exams for a Thursday must be fully booked no later than 11:59 PM EST on Monday**
 - b. **We recommend students book all of their exams at the beginning of the semester, as cancellations and rescheduling requests can be handled at a later date**

2. Requests to schedule exams past the three (3) business day deadline will not be prioritized over other EPC responsibilities and on-time requests. **Additional outreach for the same late scheduling request will not expedite the ability of the EPC to schedule your exam. Please email epcser@uvm.edu once to make a request and your email will be answered in the order in which it is received.** The EPC will do its best to schedule late requests on a case-by-case basis, but the ability to schedule an exam on short notice is not guaranteed.
 - a. Once the scheduling deadline has passed, there are no guarantees that the EPC will be able to manually schedule the exam at the time of the student or faculty member's choosing.
 - b. Students requesting exams past the scheduling deadline should be prepared, if necessary, to take their exam in class, without accommodations
 - c. If a late exam requires faculty flexibility regarding date/time of the exam, the student is for coordinating this with their faculty. **Please note that faculty are not required to provide additional scheduling flexibility for students that fail to schedule on time, nor are they expected to provide SAS accommodations in-class on account of a student's late scheduling request.**
 - d. Late scheduling requests submitted less than one (1) full business day prior to the requested exam date will not be considered. The EPC does not conduct same-day nor next-day exam scheduling.
 - i. **Example: For a late request to be considered for a Wednesday exam, it must be sent to the EPC by 4 PM on a Monday, though the ability to schedule that Wednesday exam is not guaranteed.**
 - e. Exceptions to the late scheduling policy will be made for students who can demonstrate that a faculty member did not provide notice of the exam within at least four (4) business days of the exam date
 - f. Exam scheduling requests after the scheduling deadline sent to epcser@uvm.edu must include the following information. Failure to include any of these details when requesting an exam time will delay the ability of the EPC to schedule it.
 - i. Course Information, including section (Ex: HST 1010 B)
 - ii. Day and time the student is requesting to schedule (Ex: Friday, 10/6 at 10 AM)

- iii. Duration of exam for the class (not including extended time)
 - iv. Accommodations being requested for that exam (1.5x extended time, etc.)
3. The EPC will not consider more than two (2) late scheduling requests per semester for any student. Students surpassing this number of late scheduling requests will need to either take their exam in class or, after receiving faculty permission, schedule their exam for a later date through the myACCESS portal at least three (3) business days in advance.
 4. Students with an accommodation to reschedule a test/exam if ill due to a disability can make one (1) late **rescheduling request** per exam through epcser@uvm.edu without counting toward the two (2) late scheduling requests per semester rule provided they timely scheduled the original exam in accordance with these procedures. If faculty approve additional opportunities to reschedule the same exam, they must be scheduled through the myACCESS Portal at least three business days in advance.
 5. The myACCESS Portal cannot book a student for an exam during a time that overlaps with another class. Students voluntarily choosing to book an exam that conflicts with another course must email epcser@uvm.edu for scheduling assistance at least three (3) business days in advance of the exam date. Otherwise, if scheduling through the myACCESS Portal, please schedule for a time on the same day of your exam that allows you to utilize all of your allotted exam time and accompanying accommodations without overlapping with another course.
 6. If, for some reason, you are not able to successfully book your exam through the myACCESS Portal, it is your responsibility to immediately inform [epcser@uvm.edu for assistance](mailto:epcser@uvm.edu). Waiting until the last minute to schedule an exam through the myACCESS Portal and being unable to successfully book an exam will count as a late scheduling request.
 7. Final Exams must be scheduled ten (10) business days in advance of the requested final exam date. Late final exam scheduling requests will be handled in the same fashion as the regular late exam requests.
 - a. Students requesting to schedule final exams for days/time that differ from the preset final exam schedule must provide the EPC with written faculty approval and submit a booking request through the [Finals Scheduling Help Form](#).
 - b. Late final exam scheduling requests must be fully booked by the end of business hours on the Thursday preceding finals week. No new final exam scheduling requests will be considered after 4:30 PM on the Thursday prior finals week barring uniquely extenuating circumstances.