

# Accommodated Testing Scheduling Guidelines

- Requests are made on [MavAccess](#) under Accommodated Testing.
- The deadline to schedule taking a test in Accessibility Resources' Accommodated Testing Center is **three school days in advance**.
- Requests made on the weekends or after 5:30pm will be counted as the **next school day**.
- Exceptions are rare, and are granted only for reasons like:
  - Testing was added to an accommodation plan after the deadline.
  - Technical issues – please take screenshots and email [examaccess@mnsu.edu](mailto:examaccess@mnsu.edu).
  - A professor changed an exam date to within the deadline.
- To help you remember, check out this guide:

If your exam is on	Schedule it in <a href="#">MavAccess</a> by the previous
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

- For example...

Monday	Tuesday	Wednesday	Thursday	Friday
			Schedule Before This Day	
Schedule Before This Day	Tuesday Exam		Thursday Exam	

