

Alternative Testing Scheduling Guidelines

- Requests are made on [MavAccess](#) under Alternative Testing.
- The deadline to schedule taking a test in Accessibility Resources' Alternative Testing Center is **three school days in advance**.
- Requests made on the weekends or after 4:30pm will be counted as the **next school day**.
- Exceptions are rare, and are granted only for reasons like:
 - Testing accommodations added to plan before deadline but delay in courses showing in MavAccess would be after the deadline.
 - Technical issues – please take screenshots and email ar@mnsu.edu.
 - A professor changed an exam date to within the deadline.

To help you remember the deadline, the last day to schedule for:

- Monday exams → **Wednesday** of the previous week.
- Tuesday exams → **Thursday** of the previous week.
- Wednesday exams → **Friday** of the previous week.
- Thursday exams → **Monday** of the same week.
- Friday exams → **Tuesday** of the same week.

Remember that requests made after 4:30pm count as the next day!

For example...

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

