



To streamline the exam scheduling process into one, common process, the Center for Accessibility and Disability Resources (CADR) has adopted a new format for scheduling both Out of Class (OCT) Testing Forms and Rescheduled Exam Request (RER) Forms. CADR has moved both of the forms and its process to DocuSign, a completely online document format and process. Below you will find how the new process will work for Rescheduled Exam Requests (RER forms) for instructors.

RER Forms are used for students without accommodations making up missed exams, such as unforeseen circumstances (family emergencies, commuter issues, illness, etc.) and athletic events. The testing center will not allow students to reschedule exams due to travel plans. Rescheduled exam requests should be taken within the hours of operation at the North Campus Testing Center between 8:00am and 5:00pm. Rescheduled exam requests made during midterm or finals week will be determined/accepted on a case-by-case scenario.

To start the process for rescheduling a missed exam:

1. The student and instructor for the course confirm a make-up date and time.
2. The instructor (or designated co-instructor/department staff member) enters their name and SLU email address in the initial page (or “PowerForm” page). Instructors will not be able to change the “Testing Center” portion of this page.

3. The instructor completes the entire RER Form on DocuSign. All required fields to be filled will be outlined in red. Once finished, the instructor clicks “Finish.”

4. The North Campus Testing Center receives the form and processes the request. If there is a conflict with the requested date, the testing center will contact the student and the instructor.

- Format and process of submitting OCT forms
- Format and process of submitting RER forms
- Move to an online process; removal of paper-based forms (unless needed by request)

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- Submission timelines
  - Student responsibilities, instructor responsibilities, testing center responsibilities
  - Exam submission methods by instructors
  - Hours of operation
  - Email communication with confirmation emails, questions, etc.

- A student has completed their portion of the OCT form and submitted it to the instructor. The instructor will receive an email requesting to complete their portion.
- If a form is left incomplete and is awaiting a response from an individual, reminder emails will be sent every two days.
- Every time a form and a process are completed, an email will be sent with a reviewable, completed form for record-keeping purposes.

This is up to your discretion. CADR will have records of each completed form.