



New Exam Scheduling Process

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 Testing (OCT) Forms and Rescheduled Exam Request (RER) Forms. CADR has moved both forms and each process to DocuSign, a completely online document format and process. Below you will find how the new process will work for both students and instructors for the Out of Class Testing (OCT) form.

Out of Class Testing (OCT) Form Process

OCT Forms are for students with exam accommodations approved through CADR. Students who wish to utilize their exam accommodations on an exam or quiz will initiate the process. The deadline requirement for OCT form submission has not been changed. All OCT forms must be submitted one week in advance prior to the exam date.

To start the process of scheduling an exam with accommodations:

1. The student will initiate the OCT form process by entering their name and SLU email address, then the correct information (name and SLU email address) of their instructor (known as the “PowerForm”). Students will be unable to fill out their portion of the OCT form until this information is entered first. Students will not be able to change the “Conditional Recipients.” Once the student enters their information as well as their instructor, click “Begin Signing.”

PowerForm Signer Information

Dear student, please initiate the OCT form process by entering your information, your instructors information, then completing the student section. Then, click "Finish."

Please enter your name and email to begin the signing process.

Student

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Instructor

Name:

Email:

Conditional Recipient

Students will then complete the Student Section. Students should ensure that the information they enter is correct. All required fields to be filled will be outlined in red. An example image of the OCT form is shown below:

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Enter text FINISH FINISH LATER OTHER ACTIONS ▾

SAINT LOUIS UNIVERSITY
 CENTER FOR ACCESSIBILITY AND
 DISABILITY RESOURCES

North Campus Testing Center
 Des Peres Hall, Room 105
 314-977-5176
testctr@slu.edu

South Campus Testing Center
 School of Nursing, Room 114 E
 314-977-6385
medtc@slu.edu

OUT OF CLASS TESTING (OCT) FORM

* It is the student's responsibility to submit form to the testing center **at least one week prior to exam date.***

STUDENT SECTION. Student, please complete the following sections.

Course Name
 (ex. MATH 1200-01)
 Please include section number.

Math 1200-01

Please select testing location.
 The testing center selected should be the same campus where your class is located.

North Campus (main)
 South Campus (medical)

Student Information		Instructor Information	
Name:	John Smith	Name:	Jane Smith
Phone:	314-977-0001	Phone:	314-977-0002
SLU Email:	john.smith@slu.edu	SLU Email:	jane.smith@slu.edu

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When filing out the Student Section, there will be two designated boxes for which testing center the exam will be taken. The test center selected should be the same location as where the class is held. Selecting this box populates the destination of the completed form to the correct testing center email to be processed.

Once all the information is entered, the student will click “Finish.”

2. Once the student completes the Student Section and submits the form, the instructor will receive an email requesting to complete the remainder of the OCT form. Instructors should view the Student Section to verify that the information is correct.
 - a. If an instructor notices that there is incorrect information listed in the Student Section, they can correct that information at the bottom of the Instructor Section in a designated text box.
3. Once verifying the Student Section information, the instructor will complete the Instructor Section and click “Finish.” All required fields to be filled will be outlined in red.
4. The selected testing center will then receive the completed document and schedule the student accordingly and send a confirmation email. If there is a conflict with the requested date, the testing center will contact both the student and instructor.

What Has Changed:

- 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)

What has NOT Changed:

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

Frequently Asked Questions

What happens if I submit a form late? Will DocuSign automatically deny my submission?

DocuSign does not restrict submissions based on a deadline. However, DocuSign will not submit your form if the form has incomplete sections from the student side or instructor side.

DocuSign will still allow an individual to submit a form if the form is passed the deadline requirements (OCT forms are one week in advance; RER forms are 72 business-hours in advance). The testing center staff will still receive the form but will notify both the instructor and the student that the form is past the deadline.

What do I do if I am having issues with a DocuSign document?

Please contact Myles Urban, Assistant Director, at myles.urban@slu.edu.

Can I still fill out a form on paper?

While this process will be our preferred method of scheduling exams, students and/or instructors can request a paper copy of either form. Please contact myles.urban@slu.edu for a paper copy.

If I submitted a form but need to make changes to the information, should I submit a new form and start the process over?

No! If you already completed a form and its corresponding process but need to make changes to the information listed on the form, please contact the testing center of which the form was submitted to make any changes in the scheduling system.

Why am I receiving multiple emails from DocuSign?

DocuSign will send emails regarding one of the following reasons:

- 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.

Do I need to keep any DocuSign forms?

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

If a student with exam accommodations needs to make up a missed exam, should the OCT Form or RER form be utilized?

If a student with exam accommodations missed an exam but has not been scheduled previously with the OCT form, an OCT form should be used. The one-week deadline will still be required.

If an OCT form has been submitted and the exam was scheduled, but the student missed it, the instructor should email the corresponding testing center, with the student cc'd to the email, informing the testing center of the missed exam. The testing center staff will then work with the student and the instructor on rescheduling the exam and change the exam date in our scheduling system. An RER form should not be used in this scenario.

Where can I find the OCT form?

The OCT Form can be located on our [testing center website page](#).

The OCT Form is included below (hyperlinks that go directly to the start of the form):

[Out of Class Testing \(OCT\) Form](#)