



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 (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.

Rescheduled Exam Request (RER) Form

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. All RER Forms must be submitted at least 72 business-hours in advance to the requested exam date.

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.

The screenshot shows a web form titled "PowerForm Signer Information". The form is set against a light gray background. The text on the page reads: "Instructors, Please complete this RER Form for your student to schedule a missed exam. Thank you! Please enter your name and email to begin the signing process." Below this is a section for the instructor with the following fields: "Your Name: *" with a text box containing "Full Name", and "Your Email: *" with a text box containing "Email Address". A note says "Please provide information for any other signers needed for this document." Below that is a section for the "Testing Center" with "Name:" and a text box containing "North Campus Testing Center", and "Email:" and a text box containing "testctr@slu.edu".

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.

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 deadlines. 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 RER form?

Both the OCT Form and RER Form can be located on our [testing center website page](#).

The RER form is also included below (a hyperlink that go directly to the start of the form):

[Rescheduled Exam Request \(RER\) Form](#)