

ACCESSIBILITY RESOURCES

MINNESOTA STATE UNIVERSITY, MANKATO

Support for Students with Disabilities

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 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 ar@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 MavAccess 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	

The diagram shows a 2x5 grid representing the days of the week. The top row has headers for Monday, Tuesday, Wednesday, Thursday, and Friday. The bottom row has 'Schedule Before This Day' under Monday and 'Thursday Exam' under Thursday. A blue circle highlights 'Tuesday Exam' in the Tuesday cell. A blue arrow starts from the top of the Tuesday cell and points to the Thursday cell. An orange circle highlights 'Thursday Exam' in the Thursday cell. An orange arrow starts from the bottom of the Thursday cell and points back to the Monday cell.