

To modify a request, select the Alternative Testing tab on the left-hand side. To modify the request, make the changes to the exam request and select Update Exam Request.

To cancel an exam request, select the drop down Cancel Exam Request. Indicate the cancellation request and select Cancel Exam Request.

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Late Exam Requests:

If the exam request you are submitting is considered late, meaning you are submitting the request less than four business days in advance for tests and quizzes or less than one week in advance for midterms and finals, a Late Exam Request screen will appear after you click Add Exam Request. Your late exam request will not be submitted for review unless you complete the Late Exam Request box and submit the late exam request.

