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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.

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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. Students will be unable to fill out their portion of the OCT form until this information is entered first.

Once the student enters their



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:

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-