

Scheduling Tests

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
3	2	1	X	X	TEST				
	3	2	X	X	1	TEST			
		3	X	X	2	1	TEST		
			X	X	3	2	1	TEST	
			X	X		3	2	1	TEST

OPTIONS TO SCHEDULE A TEST WITH THE ACCESSIBILITY OFFICE INCLUDE THE FOLLOWING:

1. SCHEDULE AN ACCOMMODATIVE TEST ONLINE <https://oartrack.mvcc.edu:8443/>
2. Call the office directly at Utica 315-792-5644 or Rome 315-334-7744
3. Come into the Office Monday through Friday: Utica (WH 129E), 8:00am-5:00pm or Rome (PC102G) 9:00am-3:00 pm
 - At least 3 school days before the class is taking the test (See chart above)
 - For **FINAL EXAMS**, the deadline is the week before the first day of finals
 - DO NOT COUNT SATURDAYS or SUNDAYS

