



BOB JONES UNIVERSITY

Academic Resource Center

Final Exams

Exam day changes or ESL extra-time exceptions:

- Any changes to the scheduled day or time must be approved by the Records Office. Exam Testing forms are available at the Records Office which must then be delivered to the teacher. (These are **yellow** testing forms that have an additional box on them for Records Office approval.)
 - It is the student's responsibility to obtain the yellow testing form from the Records Office and deliver it to the teacher.
 - The teacher submits the form and the exam to Testing.
- Students who fail to attend a final exam period would need to obtain a yellow form from the Records Office before they are able to make up the exam in the testing center.

Accommodations students:

- Accommodations students do not need Records Office approval for final exams. Amy Streeter will help accommodation students schedule their final exams.
 - Each accommodations student will submit a yellow accommodations testing form to the teacher.
 - The teacher submits the form and the exam to Testing.

General policies:

- **Testing cannot accept any exam that is submitted with a white form.** All exams forms are yellow this semester.
- Further information about policies for changing exam day and time and taking in Testing can be [found here](#).
- Testing closes at 11 a.m. on the final day of exams.

To contact Testing with any questions, email arctesting@bju.edu.

Feedback: Was this email helpful? Please reply with "Yes" or "No" in the subject line.