1. I understand that I must complete an exam booking through the myACCESS Portal no fewer
than three (3) business days in advance of my exam date and fifteen (15) business days in advance
of the start final exam week.
2. I understand that best practice is to schedule all of my exams at the EPC (including finals exams)
at the beginning of each semester. These exams can always be rescheduled or cancelled at a later
date with much less hassle than a late scheduling request.
3. I understand that failing to schedule on time through the myACCESS Portal before the booking
deadline jeopardizes my ability to use the EPC on my requested exam date
4. I understand that the EPC cannot schedule same-business day or next-business day exams
5. I understand that I must email epcser@uvm.edu to request any late bookings, and that these
requests will be addressed in the order they are received and not prioritized over other requests
by the EPC. Additional outreach via email, phone, or in-person will not expedite the processing of
late requests.
6. I understand that if I book more than two (2) exams after the myACCESS Portal scheduling
deadline in a semester, the EPC will not be able to process additional late scheduling requests
during that semester. My options will then be to request faculty permission to take the exam on a
date where I
can schedule through the myACCESS Portal or take the exam with the rest of my class.
7. I understand that I can contact the EPC at epcser@uvm.edu for assistance with scheduling my
exams to avoid the consequences of late scheduling requests.
8. I understand that, in the event of a late exam scheduling request that cannot be booked for the
requested date/time, it is not the responsibility of my faculty to agree to a later exam date and/or
provide my exam accommodations to me.
9. I understand that the myACCESS Portal will not allow me to schedule an exam for a date/time
that overlaps with another course. It is my responsibility to understand my course schedule and
book my exams accordingly.
10. I understand that, in the event I am unable to schedule my exam through the myACCESS
Portal, I must email epcser@uvm.edu immediately. Late scheduling requests to issues with the
portal that are not communicated with epcser@uvm.edu before the standard myACCESS Portal
booking deadline will still be treated as any other late scheduling request.