

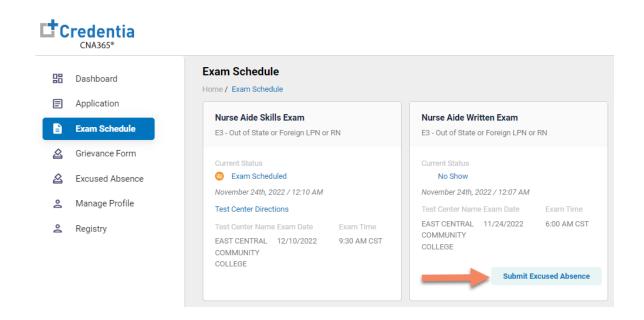


- 1. How to Submit an Excused Absence Request
- 2. Scheduling a New Exam if Your Excused Absence Request is Approved

Step 1 – Select Submit Excused Absence

STEP 1

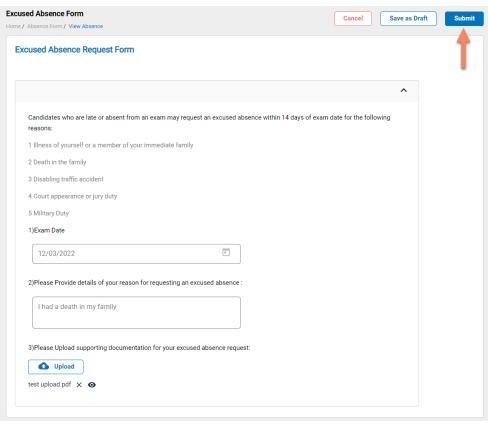
- A candidate who is late or absent from an exam ("No Show" exam status) may request an
 excused absence within 14 days of the exam date for certain reasons
- Select "Exam Schedule" from the navigation menu and then select the "Submit Excused Absence" button within 14 days of your exam date
- IMPORTANT: the "Submit Excused Absence" button is not available after 14 days from the exam date



Step 2 - Complete and Submit Excused Absence Form

STEP 2

- Complete Section 2 by providing details for your request and upload supporting documentation in Section 3 of the form
- Select "Submit" button once information has been provided in Section 2 and Section 3



Scheduling a New Exam if Your Excused Absence Request is Approved

- After your excused absence request is reviewed, you will receive an approval or denial response by email
- · If your request is denied, the email response will include the specific reason for denial
- If further information is required to process your request, you will receive an email with the specific additional information required

APPROVED EXCUSED ABSENCE REQUEST

- If your request is approved, the exam status will be updated from "No Show" to "Exam Cancelled"
- You will see a "Reschedule" button for the exam and can reschedule your exam an no extra cost

