



How to Submit an Excused Absence Request



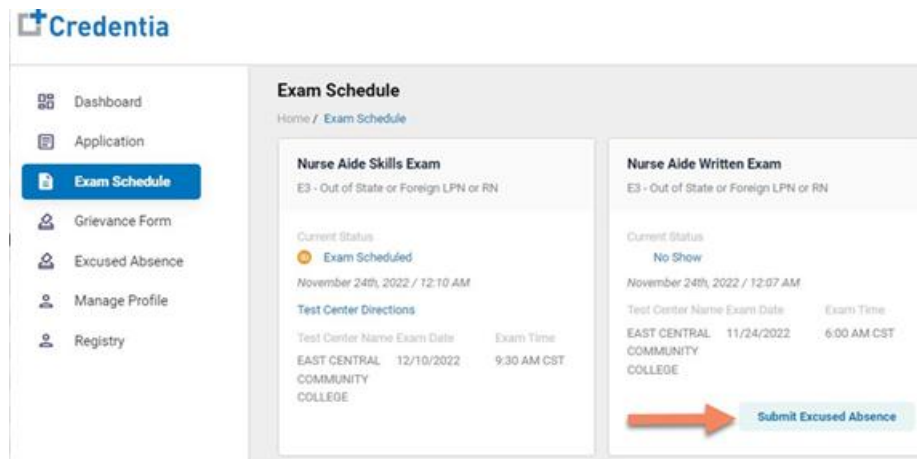
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How to Submit an Excused Absence Request

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



How to Submit an Excused Absence Request

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

The screenshot displays the 'Excused Absence Form' interface. At the top, there is a header bar with the title 'Excused Absence Form' and navigation links 'Home / Absence Form / View Absence'. To the right of the header are three buttons: 'Cancel' (red), 'Save as Draft' (blue), and 'Submit' (blue). A red arrow points to the 'Submit' button. Below the header, the main content area is titled 'Excused Absence Request Form'. It contains a list of reasons for an excused absence: 1) Illness of yourself or a member of your immediate family, 2) Death in the family, 3) Disabling traffic accident, 4) Court appearance or jury duty, and 5) Military Duty. Below these reasons, there are three sections: 1) Exam Date, which has a date input field showing '12/03/2022'; 2) Please Provide details of your reason for requesting an excused absence:, which has a text input field containing 'I had a death in my family'; and 3) Please Upload supporting documentation for your excused absence request:, which has an 'Upload' button and a file upload area showing 'test upload.pdf'.

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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 at no extra cost

