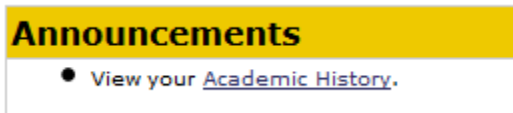


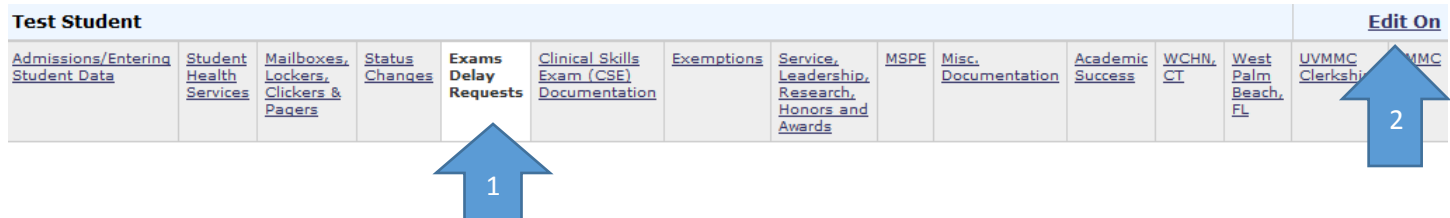
## INSTRUCTIONS FOR REQUESTING AN EXAM DELAY

To request approval for an examination delay from the Associate Dean for Students, please follow the step-by-step instructions that follow. Also please be sure to familiarize yourself with related policies in the [Student Handbook](#).

1. Download the [LCOM Exam Delay Request and Decision Form](#)
2. Populate all fields on the first page of the form.
3. Rename the form—keeping it as a docx file so that the Associate Dean can add to/edit it upon receipt. The preferred file name protocol is “Lastname FirstInitial\_ExamDelayRequest\_date” with date formatted as yyyyymmdd. Save the file on your computer. (Example: Smith J\_LOArequest\_20170228)
4. Log-in to [OASIS](#)
5. Click on “View your [Academic History](#)” in the Announcements box.



6. Choose the “Exams” tab.



7. Click “Edit On” in the upper right-corner of the screen.
8. Upload your saved Exam Delay request docx file to the “Exam Delay Request (Student Upload) section. Do this by:
  - a. Click on “Add file” to browse for your saved document.
  - b. Once selected, click on “Upload” to actually upload it.
  - c. The click on “**Save & Notify**”—not just “Save”—to submit your request and to generate an automated email notification to the Associate Dean for Students and her Assistant.

(See screenshot next page.)

Test Student													Edit Off	
<a href="#">Admissions/Entering Student Data</a>	<a href="#">Student Health Services</a>	<a href="#">Mailboxes, Lockers, Clickers &amp; Pagers</a>	<a href="#">Status Changes</a>	<a href="#">Exams Delay Requests</a>	<a href="#">Clinical Skills Exam (CSE) Documentation</a>	<a href="#">Exemptions</a>	<a href="#">Service, Leadership, Research, Honors and Awards</a>	<a href="#">MSPE</a>	<a href="#">Misc. Documentation</a>	<a href="#">Academic Success</a>	<a href="#">WCHN, CT</a>	<a href="#">West Palm Beach, FL</a>	<a href="#">UVMMC Clerkships</a>	<a href="#">EMMC</a>

Exam Delay Requests/Decisions

**Exam Delay Request (Student Upload)**  
 Students requesting an exam delay must complete the top portion of the [LCOM Exam Delay Request and DecisionForm](#) and upload it here.

Prior to uploading, rename and save the file on your computer (Last Name\_ExamDelayRequest\_Date.docx). Click "Edit On" in the upper right corner to enable uploading. Then click "Add file" to browse for the saved file on your computer, followed by "Upload" to actually upload the file. **Be sure to hit "Save & Notify"** not just "Save" so that the Associate Dean for Students and her Assistant are notified by the software that the form is here.

Upon submission the Associate Dean for Students will review the request, and upload her decision to the "Exam Delay Decision (Student View)" section.

[Detailed instructions](#) are linked. [View Item History](#)

Exam Delay Request (Upload here) [View Attribute History](#)

1
+ Add files
Upload
2

Clear all

**Exam Delay Decision (Student View)**  
 Associate Dean for Students or designee will upload LCOM Exam Delay Request and Decision Forms here to document decisions regarding any requested exam delays.

Upon upload of the Associate Dean's decision, the Office of Medical Student Education Course Coordinator will communicate with the Course Director and any other necessary course personnel, such as the Clinical Simulation Lab, proctor, COMTS.

Note must hit **"Save & Notify"**, not just "Save" to generate notification. [View Item History](#)

Exam Delay Decision [View Attribute History \(0 entries\)](#)

Save
Save & Notify
Cancel

4) Then monitor status here

3

9. The Associate Dean for Students will review your request. If more information is needed, she will send you an email. Otherwise, she will complete the second page of the form and upload the decision to the "Exam Delay Decision (Student View)" section.
10. Check your academic history file to monitor the status of your request.
11. Upon approval, the Office of Medical Student Education Course Coordinator will be notified. This person will communicate the decision with the Course Director and necessary course personnel.