HOW TO RESOLVE AN EXAM SCHEDULING CONFLICT

1. Email your instructor(s) for permission to take the exam(s) at a different time and/or date. Be specific about what date/time you are requesting to take the exam. DSP cannot change exam times without the instructor’s written approval.

Note: Instructors are not obligated to approve of your request. Students with priority registration should plan accordingly during pass times to avoid overlaps.

2. CC/Copy on the initial email / Forward instructor approval to:
   - DSP via testproctor@sa.ucsb.edu
   - Departmental proxy, if applicable: ____________________

3. You will need to submit a new proctor request if you receive instructor approval to change the exam to a different date. If only the time of the exam is changing, a request with the original date is acceptable.

4. Cancel exam requests or accommodations you do not need by emailing DSP Staff.

5. Check the status of your accommodation in the DSP portal. Make sure all the information looks correct BEFORE exam day! If any information is not correct, it is your responsibility to alert DSP in a timely manner.

   Note: If your request to change exam times is received within 10 days of your exam date, it is possible that the request may not be filled on time. If the request is not filled, you will need to take the exam without DSP accommodations or consult your professor for other options.

Example Email Template:

Hi Professor Gaucho,
I am a DSP student in your CHEM 123 class and I have a scheduling conflict due to my extended time accommodation. My CHEM 123 exam overlaps with my PSY 100 exam by 45 minutes. Would it be possible for me to take the CHEM 123 exam on 12/10 at 12:00pm? DSP needs instructor approval to change the exam time.
Thank you,
Cameron
Perm #: 1234567