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| **To schedule Test Proctoring services through ODS:**   1. Instructors must create the test definitions **at least 7 calendar days prior** to the actual test date. 2. You must accept and confirm the test definitions **at least 5 calendar days prior** to the actual test date. | | |
| **If your test is on a:** | **YOUR INSTRUCTOR must create test definitions by 11:59pm on:** | **YOU must accept test definitions by 11:59pm on:** |
| **Monday** | **Monday**  of the week before | **Wednesday**  of the week before |
| **Tuesday** | **Tuesday**  of the week before | **Thursday**  of the week before |
| **Wednesday** | **Wednesday**  of the week before | **Friday**  of the week before |
| **Thursday** | **Thursday**  of the week before | **Saturday**  of the week before |
| **Friday** | **Friday**  of the week before | **Sunday**  of the week before |
|  |  |  |
| **IF YOU HAVE ANY PROBLEMS, PLEASE CONTACT US ASAP AT 414-288-3444 or** [**odstesting@marquette.edu**](mailto:odstesting@marquette.edu) | | |