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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.
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| **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** |