

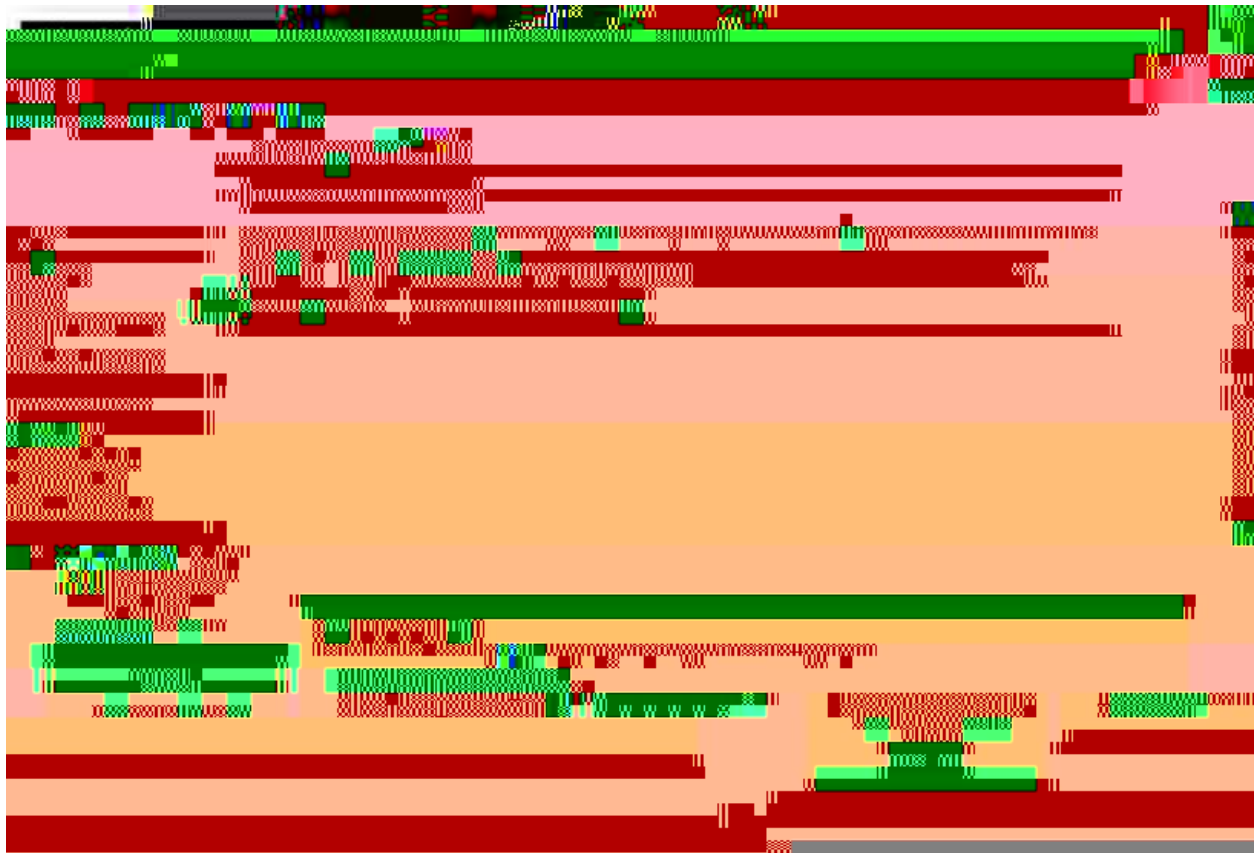


Contents

Requesting Alternative Testing Appointments Using MyBMAC	3
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2. Select the class in which you wish to schedule your exam from the drop-down menu, then click the **Schedule an Exam** button.



4. Exam Details

- a. Your exam details should appear similar to the image below, after you have entered your information.
- b. Once you have reviewed the information, click the **Add Exam Request** button.



6. Late Exam Notice

- a. You may be prompted with a **Late Exam Notice** if you attempt to submit an exam request after the BMAC deadline.
- b. BMAC asks that all exam requests are submitted *seven (7) business days in advance* of the scheduled exam date.