CCO EXAM REQUEST FORM
Supervision requested at the Friday Center

If you wish to take your exam at the Friday Center, complete the exam application below and send it in time to arrive in our office at least two weeks in advance of the date you plan to take your exam. You may fax your application to 919-962-5549. A Friday Center staff member will e-mail or call you to confirm your exam arrangements.

Grades will be reported to the UNC-Chapel Hill Registrar’s Office. Grades will not be released until financial accounts have been cleared. Exams may be taken at the Friday Center Monday through Friday, either at 8:30 am or 1:30 pm. A fee of $15 is charged.

Please note the following:

• UNC-Chapel Hill allows a maximum of 3 hours for exams unless noted otherwise.
• The exam is to be taken in one sitting with no breaks.
• Students may not have access to any notes, books, or other material (unless there is a specific course exception).
• Cell phones, beepers, or computers are not permitted in the exam room.
• Students must bring a picture ID—a driver’s license or other official picture ID.
• Students should arrive at the Friday Center at least 10 minutes before the exam is scheduled. If you arrive late, you may not have enough time to complete your exam. The Friday Center reserves the right to refuse to supervise the exam if you are late.
• Students must pay the exam fee to the Friday Center Cashier prior to the exam.
• Students should not report to take exams until a confirmation from the Friday Center has been received.
• Students should call the Friday Center if a confirmation is not received after submitting this form.

Request to take exam at the Friday Center (Please print all information.)

Today’s date: _____________________________

Name: __________________________________ PID: ______________________________

Current address: ____________________________________________________________

E-mail address: __________________________ Phone number: _______________________

Course number: _____________________ Course title: ______________________________

Date and time you wish to take the exam: ________________________________________