EXAM REQUEST FORM

Supervision requested at a location other than the Friday Center

Examinations must be proctored under appropriate supervision in an institutional setting—at an accredited college, university, community college, junior college, or technical institute. Testing centers and public libraries also may be acceptable locations. Students are responsible for making their own exam arrangements.

In order to leave ample time for mailing, grading, and reporting of grades, you should take your exam at least two weeks prior to the date your grade is needed. Instructors may be away from campus during vacation periods or holidays; delays may result at those times. All assignments must be submitted before you take the exam. 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.

Final course grades are automatically filed in the Registrar’s office of the campus from which credit is to be granted. Most institutions charge a small fee for sending transcripts. Grades will not be released until financial accounts have been cleared.

For having your exam proctored, select the institution most convenient to you. Contact the registrar or an official of the testing or guidance department to identify an appropriate proctor. Your proctor must sign the application below. If you are in the military, your education officer must supervise your exam. Participants in the Outreach to Inmates program should check with a member of the program staff at the unit to arrange for proctoring of the exam. If you encounter difficulties in locating an acceptable exam center or proctor, contact Self-paced Courses for assistance. Most schools charge a small fee for proctoring an examination, and you will be responsible for paying this fee. Inquire about a fee when you make arrangements for taking your exam.

Request to take exam at a location other than the Friday Center (Please print all information.)

STUDENT INFORMATION

Today’s date: __________________ Course: __________________

Name: __________________ Daytime phone (____) __________________

Current address: __________________

City: __________________ State: __________________ Zip: ________________

Email address: __________________ Preferred date & time to take exam: __________________

PROCTOR INFORMATION

Full name of institution: __________________

Exam Proctor’s name: __________________ Title: __________________

Institution phone number: (____) __________________ Proctor’s phone number: (____) __________________

Proctor’s email address: __________________

Institution’s mailing address: __________________

City: __________________ State: __________________ Zip: ________________

In order to be valid, the examination must be proctored and signed by the person who agrees on this application to do so.

I hereby agree to proctor a three-hour examination for the person indicated above. I will verify the person’s identity by requiring a photo ID, and will maintain proper exam conditions while the exam is in progress.

Signature of exam proctor: __________________ Date: ________________

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