

EXAM REQUEST FORM – CAROLINA COURSES ONLINE

Supervision requested at the Friday Center

Complete the exam application below and send it to arrive in our office at least 5 business days in advance of the date you plan to take your exam. You may scan and email to cco@unc.edu A Friday Center staff member will email or call you to confirm your exam arrangements.

Friday Center Proctors: Laura Respass, Kathy Morgan and Carol McDonnell

Proctoring times: Monday, Wednesday, or Friday, at 1:30 pm.

Fee: \$15

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.
- Leave your personal items at home or in your car – backpacks, books, notebooks, cell phones, etc. Any items you bring will be collected and stored during your exam.
- You may not have access to any material during the exam unless specified by the instructor.
- Electronic devices, including phones, are not permitted in the exam room.
- You must bring a picture ID—a driver's license or another official picture ID.
- You 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 and may need to reschedule.
- You must pay the exam fee to the Friday Center Cashier prior to the exam.
- Call the Friday Center if you are unable to keep this exam appointment.
- The map to the Friday Center can be found at - <http://www.fridaycenter.unc.edu/directions/index.htm>

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

Today's date: _____

Name: _____

PID (if assigned): _____ Or birth date and gender for ID purposes _____

Current address: _____

E-mail address: _____ Phone number: _____

Course: _____

Date and time, you wish to take the exam: _____

Other information _____

Revised 11/9/18 Carolina Courses Online • University of North Carolina • CB#1020-The Friday Center • Chapel Hill
NC 27599-1020

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