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**INDEPENDENT STUDY COURSE
EXAMINATION PROCEDURE AND REQUEST**

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PLEASE NOTE: You must complete all required examinations in order to receive a grade for this course. It is your responsibility to identify an individual who will proctor your examinations. Make sure this person agrees to do so. Select your exam proctor from one of the following categories, preferably #1:

1. Assigned staff in an office of independent study, continuing education or extension division at a post-secondary institution (a college, university, or community college).
2. Assigned staff in a testing center or counseling services center at a college, university or community college.
3. A school district administrator.
4. A school building principal, assistant principal or counselor.
5. A member of the clergy.

The person you identify must currently hold the position described in the categories above, and **must not** be your relative. The test should be administered in a professional setting and not in a private home. Please provide a work address and telephone number for your proctor.

Students who wish to take their exams in Greeley are directed to contact the UNC Testing Services coordinator at (970) 351-2790 to schedule exam appointments. The Testing Services Center provides a quiet, well-lit testing area in which distractions can be kept to a minimum.

If you do not reside in Greeley and your course work has been completed and submitted for grading, the Request for Exam form (see below) has been properly filled out and received by our office, we will forward the test to the person you have selected. A note will be mailed to you at the same time. Please make arrangements to take the examination as soon as possible within a month of submitting this request.

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REQUEST FOR EXAM: Date of Request _____

Course _____ Which exam _____

(Prefix, Number, Section) (#1, #2, midterm, final, etc.)

STUDENT'S NAME _____

STUDENT'S BEAR NUMBER _____

STUDENT'S ADDRESS _____

PROCTOR'S NAME AND TITLE _____

PROCTOR'S ADDRESS _____

PROCTOR'S TELEPHONE NUMBER _____