

eCampus

102 Haning Hall, Athens, Ohio 45701-2979 (1.800.444.2420 / Fax# 740.593.2901)

Application for Examination: FINAL

Please note: you must allow ten days to process this application after it is received by the eCampus Examination Coordinator.

All information must be printed or typed.

Student Information	Course:
	Lesson # of Exam:
Full Name	If you plan to take the examination in Athens or one of our regional campuses, call 1.800.444.2420 to schedule your examination.
Ohio University PID#	For exams outside of Athens, eCampus does not arrange exams with third parties. Arrange your time directly with your examination supervisor. Please remember that eCampus cannot
Street	send your exam to your supervisor until all lessons prior to the exam have been graded and recorded in our office.
City State Zip	Suggestion: Include this form with the submission for grading of the lesson prior to the exam.
Phone#	
eCampus. Supervisor Information (No Abbreviation	
Supervisor's Official Title	
Institution	Dept
Supervisor's Mailing Address	
City, State, Zip	County
before agreeing (signing) as supervisor of this eCa	information and requirements listed on the back of this form ampus examination. To maintain accreditation standards and direments <u>must</u> be met. (If you feel that you cannot personally s, please decline the student's request.)
Signature of Supervisor	Date
Title	Telephone
E-Mail	Fax

Examination Supervisor Requirements

Before and During the Exam:

- 1. The supervisor **must check the student's identification** at the time of the examination. Picture identification is **required**.
- 2. The exam should be conducted **in an atmosphere conducive to good concentration** (good lighting, quiet, etc.).
- 3. The student **must not have access to any books, notes, or supplementary aids** unless specifically authorized by the examination.
- 4. The student must take the exam **in one sitting** within the time specified (usually two or three hours).
- 5. The supervisor **must personally observe** the student throughout the examination period and attest to the integrity of the examination.
- 6. The student is **not allowed to have a copy** of the exam or to copy any part of it.

Upon Completion of the Exam (at the end of the time allotted):

Immediately upon the conclusion of the time allotted for the examination, the supervisor will:

- 1. **Collect all the examination materials** from the student and place them in the pre-addressed envelope provided.
- 2. **Enclose the signed certificate** attesting to the proper administration of the examination.
- 3. **Mail the envelope** at once to the eCampus office.

If the examination is not taken within four weeks after it has been received, it must be returned unopened in the pre-addressed envelope.

Transferring Supervising Responsibility to Another Supervisor:

The supervisor may transfer the supervising responsibilities to another professionally qualified person within the same institution or school system by informing that person of the above requirements and by signing the certificate of transfer which is included with the examination. Professionally qualified persons include high school principals, school superintendents, and administrative officers or permanent faculty members (professor, associate professor, or assistant professor) of an accredited college or university. The person must not be related to the student.

If you feel that you cannot personally supervise the examination under these instructions, please decline the student's request. If you accept this responsibility, please indicate your acceptance by signing and completing the supervisor information on the front of this form.

(Upon receipt of this application, Ohio University reserves the right to reject a proposed supervisor or to require the use of its designated supervisor **in certain geographic areas**.)