



1211 South Glenstone Avenue
Springfield, Missouri 65804 USA

**GRADUATE SCHOOL OF THEOLOGY
BNT5583 GRADUATE GREEK II
EXAM REQUEST FORM**

Phone: 1-800-443-1083 (USA); 417-862-9533 (outside USA)
Fax: 417-862-0863; E-mail: gradenroll@globaluniversity.edu

Student Information:

Student Name (please print) _____

Student Number _____

Office Code _____

Exam Information:

A student may order only one BNT5583 Graduate Greek II exam at a time. (Exception: The Unit IV and Final exams may be ordered at the same time.) Select the exam(s) you request be sent to your exam supervisor, subject to his or her approval to serve in that capacity.

Check the BNT5583 Graduate Greek II exam(s) you plan to take within the next 30 days:

- BNT5583-U1: Unit I Exam
- BNT5583-U2: Unit 2 Exam
- BNT5583-U3: Unit 3 Exam
- BNT5583-U4: Unit 4 Exam
- BNT5573-FE: Final Exam

Check here if this is a repeat of an exam for which your score was below 70%.
An exam retake fee will apply. See the Tuition and Fees Schedule for amount of fee.
Only one retake is allowed per exam.

Examination Supervisor Information:

To ensure integrity of all exams, Global University maintains documentation regarding all exam supervisors. An exam will be sent to an exam supervisor only after an Exam Supervisor Application has been processed and the exam supervisor approved. An exam cannot be transferred from one supervisor to another. The exam supervisor you indicate on this form must administer the exam. An Exam Supervisor Application is required for each of your exam supervisors. Please check the appropriate box below:

- I have enclosed the signed Exam Supervisor Application for approval of an exam supervisor.
- I plan to use the following exam supervisor who is already approved by Global University:

Exam supervisor's name: _____ Supervisor's ID# _____

Shipping Information:

Global University requires a minimum of **2 weeks** to process an exam request from the date it arrives in our office. Exams are sent certified mail (3–10 business day delivery) at no charge. If you prefer the exam be expedited, check the appropriate box below. Expediting fees **must be** paid before the exam will be sent by rush delivery. Rush delivery is not available to a PO Box # or APO address. Check with exam supervisor before requesting this option. (Note: The retake fee covers shipment by certified mail. Expedited processing and delivery for a retake requires payment of retake fee and a rush delivery fee.)

Note: Rush delivery includes expedited processing to ensure that Global University will process the request within 1–2 business days. Global University cannot guarantee that the courier will deliver the exam within 1–2 business days of shipping.

- Fed Ex Overnight \$35 charge **USA only**
- \$ _ Check with Student Services for amount for shipments to locations outside the USA.
- Exam retake fee (includes shipping by certified mail to addresses within the USA and its provinces.) See fees schedule for amount. (Y303)

Payment Information: Credit card no. _____ Expiration date _____

Check (USA residents and banks only) no. _____ or Money order in USA dollars

All rush delivery and exam retake payments must be in USA dollars. Do not send cash.

Exam Policy Information:

A \$10 late fee per exam is automatically billed to the student if an exam is not returned within the time limit indicated on the Exam Verification Form. A completed exam must be returned by the exam supervisor within 3 days of administering the exam.

My signature below indicates

1. I have read and understand the information and policies herein.
2. I am prepared to take the exam(s) within 30 days.
3. I agree that it is my responsibility to provide Global University with documentation of my choice for an Examination Supervisor and that my exam request will not be processed without this information and approval of the supervisor by Global University.
4. I understand that it is my responsibility to provide the Examination Supervisor with a 9-x-12-inch (or larger) envelope to return the letter size exam booklet and student responses without folding, and pay for shipment of the exam to Global University.
5. I understand that the Examination Supervisor listed on this form is the only person authorized to administer this exam.

Signature: _____ Date: _____

Please return this completed form to Global University's Grading Services. If rush shipment with expedited processing is requested, include payment for rush shipping fee. If you are requesting to repeat an exam for which your score was less than 70%, include payment for the retake fee, which includes shipment by certified mail to locations within the USA and its provinces.