



COMPUTER COMPETENCY EXAM REQUEST FORM (USA OFFICE CODE)

Please Note: You can request this Computer Competency Exam online at <https://www.globaluniversity.edu/ccprocess/computercompetency/>.

This form should only be used by students enrolled directly through the USA office of Global University. This exam must be proctored and should be taken without any study aids, references (books, internet, etc.) or helps of any kind.

Mail: Global University / Attn: U.S. Student Services, **FAX:** (417) 862-0863, or **E-mail:** gradingservices@globaluniversity.edu

Student Information:

Student Name (please print) _____ Student ID# _____ Office Code USA

- Check here if your contact information has changed. Enter the new information in the space below.
- Check here if your exam supervisor's contact information has changed. Enter the new information in the space below.

Name _____ New Contact Information (updated address, telephone, e-mail, etc.) _____

I would like to take this exam online in paper form.

Examination Supervisor Information:

To ensure the integrity of exams, Global University maintains documentation regarding all exam supervisors. Student Services is unable to send an exam until the *Exam Supervisor Application Form* included with your course materials has been processed and your exam supervisor approved. An *Exam Supervisor Application Form* must be submitted for each of your exam supervisors. The exam supervisor indicated on this form must administer the final exam for the course listed above. Please check the appropriate box:

- Approved exam supervisor's first and last name (print): _____ Supervisor's ID# _____
- Exam Supervisor Application Form enclosed for approval purposes. First and last name (print): _____

Credit Card Information (for \$25 exam fee):

Credit Card #: _____ Expiration date: _____ or Check enclosed: # _____

Global University requires 7-10 business days for processing an exam request from the date the form arrives in our office.

Policy Information:

Exam Policy: A \$10 late fee per exam is automatically billed to the student if an exam package is not returned within the time limit indicated on the Exam Scantron or if the exam booklet is not returned in the exam packet. An exam score will not be issued until the \$10 fee has been paid. A completed exam is expected to be returned by the exam supervisor within 3 days of administering the exam.

Signature Verification:

I verify that I have read and understand the information and policies herein. I agree it is my responsibility to provide GU with documentation of my choice for an Exam Supervisor and that my final exam request will not be processed without this information. I understand that it is my responsibility to provide the Exam Supervisor with an envelope to return the final exam and to pay for shipment of the exam to GU. I understand that the Exam Supervisor listed on this form is the only person authorized to administer the final exam for the course requested on this form. I understand that the final exam is closed-book and should be taken without the help of any study aids.

Student's Signature _____ Date _____

Office Use Only		Shipping #: _____
Request Received: _____	Exam Shipped: _____	