



If you wish to take the exam in PRINT, please fill out this form and e-mail it to Grading Services, gradingservices@globaluniversity.edu.

This form should only be used by students enrolled directly through the USA office of Global University. Submit this form when nearing completion of your course. All Global University undergraduate exams are closed-book. **IMPORTANT: all required course work must be submitted before the exam can be sent.**

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.) _____

Course Information: (Provide all requested information)

Course Code: _____ Course Title: _____ Edition: _____

Examination Supervisor Information:

To ensure the integrity of final 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 Expedited Shipping Or Retake Exam ONLY:

Global University requires 7-10 business days for processing a final exam request from the date the form arrives in our office. Exams are sent Certified Mail (3-10 business day delivery) at no charge. If you prefer the exam to be sent rush delivery, please provide your MasterCard, Discover or Visa debit or credit card number in the space below. Expedited shipping fees cannot be billed to a student's Global University account; they must be paid before the exam will be sent. Rush delivery not available to a PO Box # or military address; check with exam supervisor before requesting this option. Only provide a card number if you are requesting a retake exam or expedited shipping for your exams. If you prefer to receive the exam by Certified Mail at no charge, please leave this space blank.

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

- Expedite Shipping \$35 charge for **five** or less exams requested at the same time. Exams will be shipped in the same envelope. (Additional fee of \$5 for **six** or more exams requested at the same time). **USA only**; Contact Student Services regarding international fees

Note: Expedited shipping will ensure that Global processes the request within 1-2 business days, but Global University cannot guarantee that the courier will deliver the exam within 24 hours.

- Retake Exam Fee \$35

Policy Information:

Final 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. A final grade for the course 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.

Course Work Policy: The time limit for completing an undergraduate course is six months from the date the order is processed by Global University. If a course is not completed within six months, you will need to pay the full tuition to re-enroll in the course, and may be required to purchase new materials. The final exam can only be shipped once all course work arrives at the Global University office.

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 all coursework must be submitted to GU before the final exam will be shipped. I understand that the final exam is closed-book unless otherwise noted in the exam instructions.

Student's Signature _____ Date _____

Office Use Only

Shipping #: _____

Request Received: _____ Exam Shipped: _____