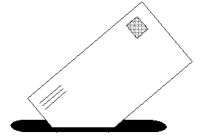


# Request for Supervised Midcourse Examination (University Course)



Please type or print information and send in this entire page.

## Requesting the Examination

To request the exam, fill out the form and send the entire page to Independent Learning Exam Office, 505 S. Rosa Road, Suite 200, Madison, Wisconsin 53719-1257.

If you live in the Madison area, plan to take your exam at the Independent Learning Exam Office, unless special circumstances such as scheduling prevent your doing so. To take the exam at the Independent Learning Exam Office, check the box at the bottom of Part A (Exam Request) and fill out Part A only. We will notify you when your exam is ready. At the exam site you will be asked to present a valid picture ID.

If you cannot come to the Madison campus, you may take your examination at a more convenient location. In that case, you are responsible for finding a qualified proctor willing to supervise your exam. If you cannot take the exam at the Independent Learning Exam Office, fill out parts A and B. Exam materials will be sent directly to your approved proctor's work (official) address. We will notify you when the exam has been sent, and you must then make arrangements with your proctor to take the exam within thirty days from the date it was sent. Your proctor will require you to present a valid picture ID.

NOTE: If you have a qualified disability and need reasonable accommodation to take your examination, please indicate your needs on a separate sheet and attach it to this form.

## Qualified Proctors

This exam must be proctored (supervised) just as it would be for a course taken on campus. Generally, proctors do not charge for this service. In all cases the academic department offering the course must approve the choice of proctor.

Qualified proctors include university or college registrars, deans, counselors, or professors; high school principals or counselors; directors of educational services at universities, at correctional institutions, or within the armed services; certified librarians in a supervisory position; or the delegated official of a university testing center. The exam may also be taken at any University Extension Office. If you are taking the exam in a foreign country, you may also request as your proctor a local director of educational services or an officer of the U.S. embassy or consulate.

## Part A: Exam Request

NOTE: Do not send this form with a written assignment. You must complete and submit all course assignments up to this examination before you will be allowed to take the exam.

Registration no. \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Course number

\_\_\_\_\_  
Course name

\_\_\_\_\_  
Date submitted

Check here if you are going to take the exam at the Independent Learning Exam Office.

## Part B: Proctor Nomination

NOTE: Be sure to make arrangements with the proctor before submitting this form.

\_\_\_\_\_  
Proctor's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone no.

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Street address of institution

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip