EXAM REQUEST FORM Procedure

Procedure for sending Exam Request Forms:

1. Fill out all sections of the form and <u>save</u> with the <u>student's last & first name</u>.
*<u>NOTE</u>: You need the latest version of adobe reader in order to save this form.

2. Please e-mail the completed form to Testing Services with the student's last name, first name, & the name of the test in the subject line (eg: WCE, Accuplacer, or CLEP, etc.).

3. <u>Reminder</u>: students can only take the Challenge &/or Placement exams <u>once</u>, and they have to be administered prior to starting classes during their first semester at NSU.

4. When requesting a CLEP/DSST/or an NYU exam, please fill out the full & proper name of the exam as the authoring agency has it named.

    a. When a student doesn't pass a CLEP, they must wait 6 months in order to retake that same exam.
    b. For DSST exams, the waiting period for retakes is 90 days.
    c. For an NYU Language exam, there are 3 levels the student can test in: 4, 12, or 16 credits. Please select the level the student is being referred to take as this affects the cost & materials ordered.

5. Urge the student to make an appointment as soon after meeting with you as possible. There is only a 2 week window that the Exam Request Form is valid for from the date it is sent.