

**Office of University Testing
Contract for Proctored Exams**

For the purposes of providing you with the best service possible the Office of University Testing at Fayetteville State University (FSU) has set some guidelines in place concerning proctored exams:

1. All exams proctored for institutions and agencies other than FSU will be subject to pay the testing fee of **\$25 per hour** set forth by University Testing, unless otherwise stated by a member of the Testing staff.
2. The total amount due for services rendered for proctored exams must be paid in full prior to exams being processed by the FSU Testing Office for delivery.
3. All proctored examinees are to follow all rules and guidelines set forth by FSU Testing staff, unless contradictory to proctored school.
4. All proctored exams must **conclude by 4:30 pm EST**. Examinees that begin their exams without sufficient time will not hold FSU or the University Testing Office responsible for their incomplete exam or inaccurate answers due to time, nor will they be able to complete the exam at another time.
5. Examinees taking proctored exams will provide **all necessary information** (address, fax, email, etc.) **and materials** (envelopes, postage, diskettes, etc.) for returning the exam, or pay the Office of University Testing additional fees for materials required.
6. Examinees that do not have, or give, the necessary information and materials described above will not hold FSU, the Office of University Testing, nor any persons associated with either entity liable for ensuring that the exam arrives at its necessary destination within the necessary timeline.
7. The Office of University Testing uses United States Postal Service (USPS) Certified Mail with Signature Confirmation when sending an exam back to the proctored school or instructor for purposes of having a tracking number, and signature of the person who received the exam. This is a service that will be provided by the Office of University Testing for an **additional fee of \$8**. Only when schools and agencies send their own mailing materials will this service not be used.
8. Paper and computer based proctored exams may be photocopied at the discretion of testing staff, **regardless of any school's instructions**, and held for at least one (1) month. This is in case a proctored school or instructor does not receive the exam; the Office of University Testing may have a second copy at our disposal. After the one month the exam may be destroyed, unless the proctored school has requested a longer holding time.
9. Proctored exams that must be mailed will be mailed **either** the same day, or on the next business day via USPS Certified Mail unless other arrangements have been made.

By signing below the examinee agrees to **all conditions** stated above in their entirety, and that all exams that the examinees takes with the Office of University Testing at Fayetteville State University will fall under these guidelines, and thus, must be adhered to in their entirety.

Examinee's Name: _____ Date: ____/____/____

Examinee's Signature: _____

(Turn Over)

**Proctored Exam
Information Form**

This form must be completed by all examinees for all exams.

Examinee Name: _____

Exam Date: _____ Exam/Class: _____

Beginning Proctor: _____

Time Began: _____ Time Finished: _____

Ending Proctor: _____

- Examinees taking proctored exams will provide **all necessary information** (address, fax, email, etc.) **and materials** (envelopes, postage, diskettes, etc.) for returning the exam.

How is the exam to be returned (mark all that apply):

Mail*
Address: _____

City: _____ State: _____ Zip Code: _____

Fax
Fax Number: (____) _____

To: _____

E-mail
Address: _____ @ _____

To the best of my knowledge, the information above is correct, if for any reason this information is incorrect, I will not hold Fayetteville State University, the Office of University Testing, nor any persons associated with either entity liable for ensuring that the exam arrives at its necessary destination within the necessary timeline.

Examinee Signature: _____ Date: _____

I understand that unless other arrangements are made by either me or my school/ agency then the Office of University will send my exam via United States Postal Service Certified Mail with Signature Confirmation for an additional fee of \$8.

Examinee Signature: _____ Date: _____

* A completed copy of this form may be sent with the exam.