

Thank you for your willingness to assist a Global University student by serving as an exam supervisor.

To ensure the integrity of this examination, it must be written in the presence of an exam supervisor who is pre-approved by Global University. The student listed below has submitted your name, and Global University has approved you to serve as exam supervisor. Please read and follow the instructions carefully to ensure that the student receives proper credit for the exam without unnecessary expense and delay.

1. Arrange a time that is free from distractions and is convenient for both you and the student. The student may be allowed *up to 3 hours* to complete the exam, unless the time limit is otherwise specified on the examination.
2. You are expected to keep the exam materials secure at all times. The student may not have access to the exam prior to or following completion of the exam. Duplication of any portion of exam materials is strictly prohibited.
3. The student must complete the exam without any aids, such as books or reference materials, except in instances in which exam instructions permit a specific resource. In the event there is any evidence of dishonesty, you should retrieve the exam immediately and return all components to Global University with a note of explanation.
4. As an exam supervisor, you are *not* expected to, nor allowed to, answer student questions. If any question on the exam is unclear, the student should be instructed to accompany the written answer with any assumptions or explanations for answering the question as he or she understands it.

5. **IMPORTANT!** When the student completes the exam, immediately take possession of the test and answer sheet and:

- a. Place your initials on the completed answer sheet.
- b. Sign and date *this form* in the space provided below. (The student will not receive credit for the exam until the exam supervisor has signed the form.)
- c. Place all exam materials—exam, answer sheet, and this certified page—**unfolded** in a large envelope and mail promptly to:

Global University
ATTN: Student Services
1211 South Glenstone Avenue
Springfield, MO 65804 USA

If the exam is returned to our office folded, mutilated, or written on, the student will be charged a \$10 examination replacement fee.

6. To ensure that the exam materials are not lost in the mail, please return the completed exam and all components via FedEx, UPS, DHL, or certified USPS.

7. Return the examination to Global University within 30 days after it is sent to you, even if the student does not take the examination. **If the exam is not returned within this time period, the student will be charged a \$10 late fee.**

If you have any questions, please do not hesitate to contact us at 1-800-443-1083 (or 417-862-9533 if calling from outside the USA).

Exam materials are due back in our office by

Reminder: The exam must be taken and returned to Global University by the date shown above.

Proficiency or Graduate-Level Examination

Student No. _____

Student Name _____

Number and Name of Exam: _____

I certify that I served as exam supervisor for the above student and examination. I further certify that the examination was administered according to all guidelines and specifications as set forth by Global University and that I observed no irregularities unless noted below.

Exam Supervisor's Name _____ Exam Supervisor ID# _____

Exam Supervisor's Signature _____ Examination Date _____

Check here to indicate if there were any problems or questions during the exam. Please note them on the back of this form.