

Buzz: Requesting an Exam

[00:00:00] Welcome to Independent Study support. This video will teach you how to request a final exam for your course. All Independent Study final exams are proctored, which means you'll have to find a nearby certified proctor. But we'll walk you through all of that.

[00:00:15] Before you request the exam, make sure you read through the exam preparation information page. This page will help you know what to review for and expect on the test. When you have finished, click request the exam. You must submit all assignments before you can request the final exam. Otherwise, you will get an error message. Once you are completely ready, click the request exam button.

[00:00:40] A little box will appear reminding you that assignments cannot be resubmitted after you request the exam. Click ok. You will be taken away from Buzz and your course to a page that lists our default proctors. You may select one of them if you wish, or you can search for other proctors by clicking search for a proctor. For more information on finding a proctor, watch the video entitled Finding a Proctor. Unless you already have a specific proctor in mind, we recommend you search with just your postal code and a distance you would like to search. Click search.

[00:01:13] Proctors that match your criteria will be listed below. If no results appear, try extending your search distance. Pay close attention to the “requires appointment” and “charges fee” columns. If your proctor requires an appointment, you will have to contact the proctor using the phone number provided to set up an appointment before you can officially request the exam. If your proctor charges a fee, you must contact the proctor to find out how much the fee costs. You will pay the fee to the proctor when you take the exam, not to Independent Study. Scroll down to see all the search results. Select your desired proctor from the list, and choose your exam format.

[00:01:51] Most tests can be taken in either a paper or an online format. If you choose a paper format, you must also choose a shipping method. The test will be shipped to your proctor. Once you are ready, click the request exam button. If there are any charges for shipping or retakes, you

will see them on this page. As you scroll down, read the terms and conditions carefully. If everything is right, click next. Fill in your payment information and click pay.

[00:02:22] You should receive confirmation shortly that your exam has been requested. If you chose the online format, a take exam button should now appear on your request the exam page in your course. However, the button won't work until you are with your proctor. So don't click on it. And that is how you find a proctor and request an exam.