



# Examination Application



**Fax to:**  
 806.742.7222  
 TTUISD Students:  
 806.742.7288



**Mail to:**  
 Texas Tech University  
 Outreach & Distance Education  
 Box 42191  
 Lubbock, Texas 79409-2191



Apply for your examination  
 online at:  
[www.courseportal.ode.ttu.edu](http://www.courseportal.ode.ttu.edu)  
 (you will need to log in)

The following procedures are designed to ensure the integrity and validity of the College of Outreach & Distance Education (CODE) examination process. Failure to follow these procedures will invalidate the examination.

- All lessons must be submitted and, in some cases, graded before the examination is mailed to your proctor.
- All completed lessons and your Examination Application must be received by CODE 30 calendar days prior to whatever deadline you must meet (i.e., graduation).
- The proctor must meet the Approved Proctor Requirements (see below).
- The examination must be taken within 30 calendar days of the date noted on the examination certification letter (this letter accompanies the examination materials). No examination may be taken past the expiration date unless prior arrangements have been made with CODE. If the examination expiration date falls on a holiday or weekend, the examination must be administered on the next business day. Free extensions will not be given because your proctor is unavailable for the examination.
- It is your responsibility to coordinate with your approved proctor where and when you will take the examination. Contact your proctor in advance to confirm they have received the examination materials from our office. Notify CODE immediately if your proctor has not received these materials. If you notify CODE about a missing examination after the course expires, you will be required to pay an extension fee or re-enroll if you have already extended the course.
- If you fail the final, you automatically fail the course; if you pass the final but your assignment average is low enough to result in a failing grade when calculated, you fail the course. Failing the final does not prohibit you from re-enrolling in the course.
- Finals cannot be faxed to a proctoring center, so please plan ahead!

### Approved Proctor Requirements

Tutors and non-accredited schools cannot proctor examinations. No student, relative of the student, or unauthorized person may issue or return an examination. If you live outside the United States, or for more testing-site options, contact an CODE Student Services Representative at [distlearn@ttu.edu](mailto:distlearn@ttu.edu).

TYPE OF STUDENT	APPROVED PROCTOR
Elementary school student	Refer to <b>TTUISD Student Handbook</b>
Middle school or high school student	Your school principal, counselor or superintendent
Homeschooled student not enrolled in TTUISD (diploma program)	A college testing center
TTUISD student (diploma program)	Refer to <b>TTUISD Student Handbook</b>
Active Military	An armed forces education officer or a proctor in a college or university testing center
College student	A proctor in a college or university testing center

Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Region # \_\_\_\_\_  
 (If you are a TTUISD student, indicate here)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_ Social Security # or matriculation #\* \_\_\_\_\_

Course Name \_\_\_\_\_

\*If you did not provide a valid Social Security # on your enrollment form, you were assigned a matriculation number.

Midcourse \_\_\_\_\_ Final \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Complete the form below and mail it to CODE.

Please print clearly or type.

Place "EX" bar code label here.  
 Do NOT use bar codes from other courses.  
 If applying for midcourse exam, use appropriate lesson bar code label here.

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

Institution \_\_\_\_\_ E-mail \_\_\_\_\_

Institution Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Preferred Exam Date \_\_\_\_\_

**Please read the following information before agreeing to proctor  
a College of Outreach & Distance Education examination.**

Dear Proctor:

The following procedures are designed to ensure the integrity and validity of the College of Outreach & Distance Education (CODE) examination process. Failure to follow these procedures will invalidate the examination.

Neither you nor the student is permitted to duplicate, photocopy, transfer, or transmit by any means, electronic or otherwise, any portion of the examination for any reason at any time. Any examination not taken within 30 calendar days of receipt should be returned to CODE in the enclosed pre-addressed envelope (please write EXAMINATION NOT TAKEN on the back of the envelope).

### **Checklist for Proctoring an Examination**

#### **Before Administering the Examination**

- Ensure that you meet CODE's Approved Proctor Requirements BEFORE agreeing to proctor an examination (visit [www.k12.ttu.edu](http://www.k12.ttu.edu) for approved proctor information).
- Open the examination to confirm you received the correct materials.
- Verify the examination is being administered within the allowable timeframe. Courses: The examination must be taken within 30 calendar days of the date noted on the examination certification letter (this letter accompanies the examination materials). CBEs: The examination must be taken within 60 days of enrollment. Please do not administer the examination after the expiration date noted above. No examination may be taken past the expiration date unless prior arrangements have been made with CODE. If the examination expiration date falls on a holiday or weekend, the examination must be administered on the next business day.
- Check the student's identity. The student must present a valid picture ID.
- Make sure the student does not have access to books, computers, calculators, etc. (unless stated otherwise on the examination cover sheet). All electronic and wireless devices (cell phone, Blackberry, iPod, etc.) must be collected from the student before testing.

#### **During the Examination**

- Observe the student throughout the examination period. Be prepared to attest to the integrity of the student's work.
- Allow the student a maximum of three hours to complete the examination (unless stated otherwise on the examination cover sheet).

#### **After the Examination**

- Sign the certificate attesting to proper administration of the examination. If more than one examination is being administered, please make sure the correct examination is attached to the correct proctor sheet.
- Collect all examination materials including tapes, DVDs, artwork, scratch paper, etc.
- Mail the examination materials and the signed certificate to CODE in the enclosed pre-addressed envelope (only school officials can mail the examination).