1. The student contacts the advisor and obtains permission to take a challenge/placement or exams for credit-bearing exam.

2. The advisor will identify the proctoring needs of the student and complete an Exam Request Form found at https://www.nova.edu/webforms/tutoring-testing/advisor-exam/ upon submission the system will generate a confirmation email.
   *If remote testing is needed for the Math Challenge/Accuplacer the advisor will note this in the comments section.

3. Upon receipt of Exam Request Form, the Testing Center will email the student alerting them to contact Testing to schedule an appointment.
   *Reminder: Composition/ Math Challenge Exam: May be taken only once, prior to the start of the first term at NSU. Spanish Placement Exam: May be taken only once, prior to the start of initial enrollment in a SPAN course at NSU. TECH 1110 Challenge Exam: May be taken only once, prior to the start of initial enrollment in a TECH course at NSU.

4. When requesting a CLEP/DSST/or 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 3 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.