

Tutoring and Testing Center

ADVISOR EXAM REQUEST FORM Procedure



1. The student must contact their advisor and obtain permission to take a challenge/ placement or 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/> The system will generate a confirmation email.
3. Upon receipt of Exam Request Form, the Testing Center will email the student alerting them to contact Testing to schedule an appointment.
4. 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 was sent

**Read detailed information about each exam here:*

<http://www.nova.edu/tutoring-testing/testing-services/index.html>