

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. Urge the student to make a testing appointment as soon after meeting with you as possible by calling (954) 262-8374 or stopping by SAB 2nd Floor. There is only a 2-week window that the Exam Request Form is valid for from the date it was sent.
4. Students should meet with their Academic Advisor after receiving test results to review course schedule and make any necessary changes.

**Read detailed information about each exam here:*

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