Off Campus Testing

Registering for Your Exam

Students outside the Iowa City area need to register for exams at least 10 business days before their intended examination date. This allows time for proctors to be evaluated and exams to be mailed. Follow these steps to register to take an exam off campus:

1. Complete and submit any assignments that precede the exam you are registering for.
2. Find an acceptable proctor for the exam (see criteria below). Contact our office if you have questions.
3. Complete the Exam Registration Form online at https://www.continuetolearn.uiowa.edu/Athena/Login.aspx.

Who Is Considered An Acceptable Proctor?

It is your responsibility to contact a person in one of the following roles and ask if they proctor exams.

- proctors designated by public, school, or college libraries, learning centers, or testing centers;
- administrators or faculty of accredited post-secondary degree-granting institutions (e.g., registrars, deans, directors, or faculty);
- for students in the military: education officers or commanding officers;
- for incarcerated students: directors of educational services at correctional institutions;
- for students living outside the United States: a proctor whose position is equivalent to one of those listed above or an administrative official of a U.S. Embassy or Consulate.

To protect the integrity of its examination monitoring system, GIS reserves the right to reject any proposed examination proctor or any previously approved proctor. To avoid the appearance of impropriety, no relative, work supervisor, tutor, or immediate employer (regardless of academic qualifications) may proctor an examination. If your proctor is rejected, you will need to select a different proctor and submit a new exam request form for consideration and approval.

Things to consider when making arrangements to take a proctored examination.

- If you arrange for a proctor who charges a fee, payment of the fee is YOUR responsibility.
- Be prepared to present your proctor with two forms of ID, one of which MUST include your picture and signature.
- You need to take your exam within five weeks of when you request it. If you do not take your examination within that five-week time period your proctor will return the untaken exam to us and you will have to have to contact our office to have the exam resent to your proctor.
Mailing Examinations

- **Exams are sent by first-class mail** and can take up to **two weeks** to be processed and delivered.
- Exams going outside the United States are sent air mail which can take four (4) weeks or longer to reach the proctor. **Exams being returned from outside the U.S.A.** are to have postage put on the return envelope by the student.
- Examinations **CANNOT be sent to or administered at private residences.** We will send exams to **Institutional or business addresses ONLY.**
- Examinations **CANNOT be sent or returned by fax.**

**Having Exam(s) Expedited to your Proctor**

If you are up against your deadline you may want to **consider having your exam(s) sent via FedEx at your expense.**

Simply select the expedited shipping option when you submit your exam request. FedEx domestic shipping charges are **generally** $10.00 or less; the charges will be applied to your Ubill.

**Having Exam(s) Expedited from your Proctor**

If you do not make alternate arrangements your exams will be returned to our office by prepaid first-class mail.

- If you e-mail **dce-exams@uiowa.edu BEFORE** you submit your expedited exam request we can include a FedEx return shipping label and envelope with your exam. Additional charges will be applied to your Ubill.

- Items sent to our office via FedEx or UPS should be **addressed as follows.**
  - **DCE Exam Services**
    - 30 S. Dubuque St., 2nd Floor
    - Iowa City, IA 52240
    - Phone: 319.384.4800