

If you are unable to attend your exam(s), you may arrange with your instructor to use the proctor services of the Testing Center.

You need to order your exams sent to the Testing Center, room 8214 in the Student Services Building.

You may now go to our ServiceBuzz Self Scheduler to make an appointment for each exam at the address below. Either click or paste this address into your internet browser.

<http://www.servicebuzz.com/selfscheduler/1309739351>

Click on Select Activity (Proctor An Exam) and click on any white square for date and time slot.

Scroll down to New User Sign Up Here!

Then enter your personal information: First Name, Last Name, Email Address, ZIP (postal code)

On The Next Screen, enter Phone Number, Service: Private Proctored Exam, Select Test Duration.

In the NOTES Box , type over the current note and type FH and the test name and/or number and your instructor's name.

Please park in lot 7 or 8 and come to room 8213B on the second floor of building 8100-8300. Enter through 8202.

Payment of the proctor fee of \$12.50 per hour is due at the completion of your exam. Please bring a check or exact change to cover the fee.

Please do not bring anything to the testing room except your photo id and the materials your instructor approved for use with the exam. The testing rooms are fragrance-free so please do not wear colognes or perfumes.