

# Proctored Testing, Make-Up Exams & Competency Assessment Testing

**Effective November 1, 2007**, all proctored online testing, make-up exams and competency assessment testing\* will be held at the following times only:

**Tuesdays & Fridays**  
**Beginning PROMPTLY at 1:30 p.m.**

If you are due to take a proctored test for an online class, a make-up examination, or a Competency Assessment test, you must do the following:

1. Be aware of test deadlines for online classes. The CMU Columbus office is not responsible for scheduling your proctored tests. Do not put yourself in the position of having to complete all tests for an online class in the same week; check your online class syllabus, or contact your instructor for testing deadlines.
2. Call the Columbus CMU office (614-235-1645) at least two days in advance of the Tuesday or Friday you want to schedule the testing. We need this time to submit your name to the Visitors Center so that you will be allowed on the DSCC property.
3. Students must show up on time. This means students will need to allow time to clear the Visitors Center and find a parking place before the 1:30 p.m. starting time. Doors to the testing room will be closed promptly at 1:30 p.m. and students who are not present at that time will need to make another appointment for testing.

**Reminder:** Competency Assessment testing is only an option for students who have already completed undergraduate Statistics and Accounting classes, and who completed the classes more than three years ago. It is not a substitute for students who have not met the undergraduate requirement.

\*The only exception is competency assessment testing following a workshop; this testing will still be offered on the Tuesday evening following the workshop. Testing will begin promptly at 5:30 p.m. on that evening. No one will be admitted for testing after 5:30 p.m.!