

Instructions

Fully Online Students Only:

In order to take the Civic Literacy Test, please follow the five easy steps below:

1. Register for CIV 2222 via my.fiu.edu for an available semester.
2. Complete section A of this Proctor Request Form. (See page 2 below.)
3. Locate a testing center at a college/university in your area and have the facility complete Section B of the proctor request form. That testing center **must return** the completed form to testing@fiu.edu.
Click here to help with your search for a testing center in your local area.
4. Schedule your appointment with the testing center you have chosen.
Important: Your appointment date must be within the dates of the semester for which you registered for CIV 2222.
5. Send an email to testing@fiu.edu to notify the FIU testing center of the date and time of your exam.

See proctor request form below.

Florida International University
Center for Testing and Career Certification

Modesto Maidique Campus
305-348-2441 | testing@fiu.edu

Biscayne Bay Campus
305-919-4043 | bbctesting@fiu.edu

A Request for Proctor

Section A: To be completed by student.

Full Name:

Phone Number:

Email Address:

Professor's Name:
(If applicable)

Exam/Course:

Exam Window:

Time zone:

As a student of FIU, I will follow the FIU Academic Code of Conduct (<http://integrity.fiu.edu/misconducts.html>). I understand that a breach of the Academic Code of Conduct can result in disciplinary action against me, which can include failing the exam, failing the course, or other academic disciplinary actions.

Signature of Requestor

Date

Section B: To be completed by testing facility.

Proctor Name:

Title:

Phone Number:

Email Address:

Institution Name:

Institution Address:

Website:

I understand and agree that I will follow all rules and instructions of the exam. I understand and agree that I am not related to the student in any capacity. I will verify the student's identity using their government issued ID. I will be present for the entirety of the test administration. Upon completion, I will return the completed exam as instructed.

Signature of Proctor

Date

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