

Proctored Exam Instructions

In order to successfully complete the course you must pass a proctored final exam with a minimum score of 70% (25 out of 35 per exam) to receive credit for your course. This exam is administered online and must be taken in the presence of an exam proctor. If you or the exam proctor does not have access to a computer with internet access, then you will need to come to one of our facilities to take a paper exam.

- A.) If you would like to take the exam(s) online at a **non-school location**, you will need to find a proctor and a location to take the exam. NOTE: Exam proctors must be a disinterested 3rd party not related to you by blood, marriage, or any other relationship which would negatively influence them from fairly administering the exam. Contact your local public librarian, community college, local College and or University Business Department, (Brokers may NOT proctor your final exam).
1. Please print off the registration form(s) which will be emailed to you at the time of registration. The affidavit(s) will be available before you start the proctored exam(s).
 2. **If you choose to take your exam online with a disinterested 3rd party, YOU MUST contact the school to get an exam access code to begin.**
 3. You will NOT have access to the course materials once you enter the exam portion of the course, nor will you be allowed to reference materials during the exam.
 4. Your exam will be automatically scored. If you score 70% or more, you will have successfully completed the course. If you score less than 70%, you can immediately be able to retake the exam.
 5. After passing the exam(s), the registration form and the affidavit (s) will need to be signed and filled out. The registration form will need to be filled out and signed by only the student. The affidavit (s) will need to be signed and completed by both the student and the exam proctor. Within 15 days the school will need the completed registration form(s) and the affidavit (s), signed and dated, the school will provide you with a course completion certificate. (One affidavit per line of authority. For example if you are taking only the Life Proctor you will receive just one affidavit. If you are

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6. taking Life and Health, you will receive one affidavit for Life and one for Health)
7. Please return your registration form which you will receive at the time of registration signed and dated, the school affidavits which you will receive at the end of your course signed by both your exam proctor and yourself, within 15 days to the following address:

Hondros College
4140 Executive Parkway
Westerville, Ohio 43081
ATTN: Compliance Department
Or by email at ComplianceDepartment@hondros.edu or by fax to 614-508-6225.

B.) If you need to take a paper proctored final exam at a **school location**:

Times are available at the following locations Monday through Friday between the hours of 9am-11am and 2pm-4pm:

Columbus/Westerville
4140 Executive Parkway
Westerville, Ohio 43081

Cincinnati/Mason
4605 Duke Drive, Suite 115
Mason, Ohio 45040

Cleveland South/Independence
4100 Rockside Rd. 2nd Floor
Independence, Ohio 44131

Dayton/Fairborn
1810 Successful Drive
Fairborn, Ohio 45324

Akron/Canton
1505 Corporate Woods Parkway, Suite 100
Suite 140
Uniontown, Ohio 44685

Toledo/Maumee
1750 Indian Wood Circle,
Maumee, Ohio 43537

You may call to schedule an appointment by calling 1-888-HONDROS. Walk-In's are welcome too! Hondros College is committed to helping you find, enter and succeed in a new and rewarding career. If you are having trouble passing the proctored exam please visit one of our locations and we will be happy to move you to one of our other classroom or self-study options.

Questions about the procedures for a proctored exam may be directed to the school by calling 1-888-HONDROS or by email at ComplianceDepartment@hondros.edu

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