



Examination Arrangements in the United States of America

Instructions for Candidates

Special arrangements apply to candidates wishing to sit examinations in the United States. The University of London has joined the *Consortium of College Testing Centers (CCTC)* with the *National College Testing Association (NCTA)*, which operate throughout most of the United States. University of London students will be able to use the test administration facilities of those institutions that provide “pencil and paper” testing.

- 1) Please note that candidates are expected to travel to their nearest established examination centre. If you live in a state without an examination centre, then please check surrounding states for alternative examination centres. If there is nothing available there, then please contact Mr Usman Tayyab.
- 2) Once you have found the nearest examination centre to you, contact the examination centre to ascertain if they are willing to proctor your examination(s). It will help if you have a timetable for your examinations.
- 3) If the examination centre agrees, then complete two copies of the examination entry forms and send them to your contact at the examination centre. They should sign one copy, giving at least the title of their examination centre e.g. Boston, Massachusetts. The signed entry form should be returned to Examinations Office (University of London) by the examination entry deadline given in your regulations; the second copy is for the examination centre to keep on file.
- 4) When completing the examination entry forms, please clearly state both the Institution and the Centre Code as it appears on the US examination centres list.
- 5) You should also note that you may have to pay a proctor fee to the examination centre to cover the costs of administering your examinations and the cost of courier return of your examination scripts to the University. Some examination centres may ask you to provide a pre-paid courier envelope.
- 6) Please inform your examination centre and the University of London if you change your address or decide to withdraw from the examinations, and keep in touch with the examination centre to ensure that all is well with your examination arrangements.
- 7) Please note that the link between you and your examination centre is a very important part of the examination process. It is thus helpful to maintain good relations with them.