



Examination arrangements in the United States

Instructions for Candidates

Special arrangements apply to candidates wishing to sit examinations in the USA. The University has joined a consortium of college and university testing centres, which operate throughout most of the US. University of London students will be able to use the test administration facilities of those institutions that provide “pencil and paper” testing.

- Once you have found the nearest centre to you, contact the centre to ascertain if they are willing to conduct your examination(s). It will help if you have a timetable for your examinations or, if not, at least an idea of when they start (see your regulations).
- If the centre agrees then complete **two** copies of the examination entry forms and send them to your contact at the centre. They should sign one copy, giving **at least** the title of their centre e.g. Boston, Massachusetts but preferably their full address as well. **The signed entry form should be returned to Examinations Office** (details below) by the deadline given in your regulations; ***the second copy is for the centre to keep on file.***
- When completing the examination entry forms, please clearly **state both the Institution and the Centre Code** as it appears on the US centres list.
- **Please note that candidates are expected to travel to their nearest established centre.** If you live in a state without a centre, then please check surrounding states for centres. If there is nothing available there, then please contact Usman Tayyab.
- 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.
- Please inform the centre and the University if you change your address or decide to withdraw from the examinations, and keep in touch with the centre to ensure that all is well with your exam arrangements.
- You should also note that you may have to pay a fee to the centre to cover the costs of administering your examinations **and the cost of courier return of your exam scripts to the University.**