

Office of the Registrar

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Student Guidelines for MAT 130 Proctored Institutional Exam

SNHU Online students interested in taking the Institutional Exam for MAT130, Applied Finite Math, may arrange to do so by proctor.

Interested students must read the guidelines and complete the application for the MAT130, Applied Finite Math Institutional Exam:

<http://www.snhu.edu/files/pdfs/finiinex.pdf>

The application for the MAT130, Applied Finite Math Institutional Exam and a check made out to SNHU for the \$100.00 fee must be mailed directly to your advisor at SNHU Online, 2500 North River Rd., Manchester, NH 03106 by the student. If approved, your advisor will sign your application and forward it on the Office of the Registrar for processing.

Students must also identify a proctor and have the proctor complete and sign a Proctor Application and Exam Policies for MAT 130. Both forms must be completed in their entirety, sealed and signed over the envelope seal, and mailed directly to the student's advisor at SNHU Online.

Examples of an acceptable proctor include:

- 1) An administrator in a community college, university, private testing center, or learning center;
- 2) Officer of higher rank, if in the military;
- 3) Clergy

The Office of the Registrar is responsible for distributing and receiving the proctored exam. After the student's requests to take the institutional exam and their choice of proctor have been approved, the Office of the Registrar will mail the MAT 130 institutional exam directly to the proctor. The proctor will administer the exam and is responsible for mailing the exam directly back to the Office of the Registrar. The proctor will also email the student's advisor to inform him/her that the test has been administered and mailed. It is the student's responsibility to supply the proctor the email address of the student's advisor.

Students are allowed to attempt the MAT130 Institutional Exam once. If the student does not achieve an acceptable score, the student will then be required to complete the course.