

Final Exam Requirements

The regulatory agency in your state requires you to pass a final, proctored examination to receive credit for this course (pass rate is 75% for all courses). Students who fail the first attempt will need to wait 30 days to take another attempt at the final exam. This exam is administered online and must be taken in the presence of an exam proctor. You will be required to select a proctor and exam location.

The test proctor must certify that you are the person taking the final examination. A test proctor must provide their identity information, which includes name, address, telephone number and an identification card (such as driver license's number). Your exam location must have a computer with Internet access.

Important: *It is wise to select a location that has a **reliable** connection to the Internet and it is preferred that the connection not be wireless (wireless connections can be more intermittent).*

School location

You will need to set up an appointment in order to take the proctored exam at the school location. To set up an appointment please contact Barbara Minyard at:

Barbara Minyard
1-800-732-9140 x 8155
bminyard@goldcoastschools.com

Non-school location

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 or University Business Department.

Once you have determined who your final exam proctor will be, print a copy of the Proctor Form and take the form to your exam appointment and present it to the exam proctor. Prior to taking the exam the proctor must read the form and agree to the responsibilities and instructions illustrated on the Proctor Form. The Exam proctor will have to contact the school for access key to unlock the exam.

Final Exam Details

Once your proctor enters a valid proctor code, you will be taken to the exam. You will not have access to the course materials once you start the exam, nor will you be allowed to reference materials during the exam. You will be presented with 50 questions and will have one attempt to pass the exam. Students who are unable to pass on the first attempt must wait 30 days to take another attempt at the Final Exam. After passing the exam, both you and your exam proctor must sign the Proctor Form. In order to receive proper credit for this course your exam proctor must e-mail, fax or mail your completed Proctor Form to the school within 5 business days. Once the school receives your Proctor Form, they will provide you with the Course Completion Certificate.

Gold Coast Schools
Barbara Minyard
1-800-732-9140 x 8155
bminyard@goldcoastschools.com

Online Final Exam Proctor Form

This proctor form needs to be submitted within 5 business days of completing the exam

Students: Please read the following proctor agreement and instructions carefully prior to beginning your exam.

I have a proctor present who is a disinterested third party, not related to me by blood, marriage, or any other relationship which would negatively influence them from fairly administering the exam (local college/university, school, library or corporate office trainer). Further, the proctor does not have any interest, financial or otherwise, in my maintenance of licensure, or my test results.

I agree not to use course materials, notes, or books during the exam, nor did I have any advance preview of the online exam materials.

I agree to present the exam proctor with a valid form of identification prior to the start of the exam.

Please fill out the following information in the presence of your exam proctor

Student Name: _____

Student Phone: _____

User Name _____ Password: _____

Course Title: _____

Proctors: Please read the following proctor agreement and instructions carefully prior to the licensee beginning their exam.

I agree that I am a disinterested third party, not related to the examinee by blood, marriage, or any other relationship which would negatively influence me from fairly administering the exam. Further, I do not have any interest in the examinee's maintenance of licensure, nor do I benefit financially or otherwise from the examinee's testing results.

I agree to closely monitor the examinee throughout the duration of their exam, ensuring that course materials, notes, or books are not utilized during the testing process. I verify that the student did not have advance previews of the online exam materials.

I agree that I have verified the identity of the examinee by having been presented with a valid form of identification prior to the start of the exam.

Proctor Name: _____

Proctor Phone: _____

Proctor Title: _____

Location Where Exam Was Administered: _____

Date and Time of Exam: _____

I verify that I have completed the exam fully in the presence of the exam proctor, under the conditions set forth above.

Examinee Signature & Date

I verify that the examinee completed the exam fully in my presence, under the conditions set forth above.

Proctor Signature & Date