

# LESSON X

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## Midcourse Examination Information

### When can I take the exam?

Apply for this examination at once using the form that follows. *The examination will not be sent to your chosen supervisor until all preceding lessons have been graded and returned to you.* Do not submit any further lessons until you have taken the examination.

### How long is the exam and what should I bring?

You will be given **two** hours to complete the examination. All materials that you will need will be provided. No textbooks, notes, or supplementary aids will be permitted. *Bring picture identification.*

### Where do I take the exam?

If you live in Athens County or within twenty-five miles of the Athens campus, you must take your examination in Haning Hall where the IDL Course Services office is located. *Examinations are administered by appointment only*, on Saturday at 9:00 a.m. or Tuesday at 7:00 p.m. Make your appointment by calling the IDL Course Services office at 593-2910 no later than the morning preceding the day you wish to take the examination.

If you live in Belmont, Fairfield, Lawrence, Muskingum, and Ross counties, you must take the examination at the Continuing Education office of your regional Ohio University campus.

If you are in the military you should take your examination under the supervision of your education officer.

## Sample

### Midcourse Examination Information

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*All other students* should arrange to take their examinations under the supervision of *either* a high school principal or school superintendent of an accredited high school, *or* an administrative officer or permanent full-time faculty member (professor, associate professor, or assistant professor) of an accredited college or university. ***You must take the examination on school property.***

In all of the above cases *the supervisor must not be related to you.*

### **If I don't take my exam in Athens, how long will it take to reach my supervisor?**

Allow the IDL Course Services office ten days to send the examination to the supervisor. *You will be notified when the examination is mailed.*

### **Are any fees involved in taking the exam?**

Ohio University makes no charge for the supervision of examinations. If your supervising individual or institution charges a fee for the service, you will be responsible for paying it.

### **Is there anything else I need to know for this particular exam?**

**NOTE:** If the following form is not filled out completely, it will be returned to you.

# LESSON XX

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## Final Examination Information

### When can I take the exam?

Apply for this examination at once using the form that follows. *The examination will not be sent to your chosen supervisor until all preceding lessons have been graded and returned to you.* Do not submit any further lessons until you have taken the examination.

### How long is the exam and what should I bring?

You will be given **two** hours to complete the examination. All materials that you will need will be provided. No textbooks, notes, or supplementary aids will be permitted. *Bring picture identification.*

### Where do I take the exam?

If you live in Athens County or within twenty-five miles of the Athens campus, you must take your examination in Haning Hall where the IDL Course Services office is located. *Examinations are administered by appointment only*, on Saturday at 9:00 a.m. or Tuesday at 7:00 p.m. Make your appointment by calling the IDL Course Services office at **593-2910** no later than the morning preceding the day you wish to take the examination.

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### Final Examination Information

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*All other students* should arrange to take their examinations under the supervision of *either* a high school principal or school superintendent of an accredited high school, *or* an administrative officer or permanent full-time faculty member (professor, associate professor, or assistant professor) of an accredited college or university. **You must take the examination on school property.**

In all of the above cases *the supervisor must not be related to you.*

### **If I don't take my exam in Athens, how long will it take to reach my supervisor?**

Allow the IDL Course Services office ten days to send the examination to the supervisor. *You will be notified when the examination is mailed.*

### **What if I need credit by a specific date?**

If you are facing a deadline, *you must take the examination at least three weeks before that date* to allow time for grading and processing. Most scheduling problems occur at the end of the academic year when many students are trying to graduate and the instructors are extremely busy. Some students fail to meet graduation deadlines by waiting until the last minute to schedule their exam.

### **Are any fees involved in taking the exam?**

Ohio University makes no charge for the supervision of examinations. If your supervising individual or institution charges a fee for the service, you will be responsible for paying it.

### **Is there anything else I need to know for this particular exam?**

**NOTE:** If the following form is not filled out completely, it will be returned to you.