

The process of writing the exam starts with connecting with a proctor who can supervise your exam writing and then arranging an appropriate location and date.

The proctor could be a librarian, school teacher, university professor or principal. The proctor cannot be a relative, close friend, employee, employer or supervisor or teacher of the course for which you are taking the exam.

Once you have established who the proctor will be and have a location and date, complete the attached order form and email back to me the completed **“One-Write Proctors Security Agreement”** signed by the proctor and the **“One-Write Exam Order form”** at least 2 weeks before your exam date. Once I receive the forms I will email you a PayPal invoice for payment before sending the exams.

Exam cost is \$200 per exam.

