



ASA Exam Request and Proctor Confirmation Form

The ASA Proctor Process:

- 1) When you are ready to take your exam, you will need to identify a local proctor.
- 2) Follow the [Proctor Requirements](#) listed on ASA's Website.
- 3) Once your proctor is confirmed, please complete the form below and send it to ASA Headquarters.
- 4) Please allow fourteen (14) days for ASA to communicate with your proctor, send/receive their proctor contract and mail them the exam materials.
- 5) Once your proctor receives the exam materials, you may schedule a date for your exam.
- 6) After completing the exam, your proctor will mail it back to ASA HQ.
- 7) Please allow five to seven (5-7) business days for ASA to grade your exam and contact you regarding the results.

Student Information

Student Name _____ ASA ID# _____

Student Phone _____

Student Email _____

Proctor Information

Proctor Name _____

Proctor Company _____

Proctor Phone _____

Proctor Email _____

Testing Location _____

City, State Zip _____

Please check if applicable:

Exam Processing Expedite Fee (\$50)* \$ _____

Total \$ _____

Select method of payment (only if requesting expedited exam processing)

Check VISA MasterCard American Express

Name on Card _____

Card Number _____

Signature _____

Expiration Date _____

Billing ZIP Code _____

*Standard processing is fourteen (14) business days. Expedited processing is five (5) business days.

Course Information

Name of Course _____

What type of exam are you requesting?

Course Exam Challenge

Retake BV 8-Hr Challenge

In what format was the course you took?

Webinar/Webinar Series Audio

Classroom/Live Virtual OnDemand

Challenge

By submitting this form, you are affirming that you are ready to take the aforementioned exam, you have already secured your proctor, and you have provided the proctor information and the date and time you will be taking the exam.

As a reminder, exams may be completed at ASA course sites (by prior arrangement only), at ASA's Headquarters in Herndon, VA., with an ASA designated member (not from the same firm or office), or at a local university, public library or testing center.

ASA does not provide financial assistance or reimbursement for any proctoring services.

After ASA receives this exam request form, you will be notified regarding the delivery of the exam materials to your proctor.

If you have additional questions or need more information, please contact [ASA's Education Team](#).

Please send this request form to:

ASA Education Department

Fax: 703-742-8471

education@appraisers.org

Questions?

Phone: (800) 272-8258