

United States Sports Academy
Master's Degree Comprehensive Examination
Off - Campus Application

(Rev. 09/2011)

Master's students who have satisfied *all* of their academic degree requirements may apply for the Comprehensive Examination. The application *must* be submitted 30 days in advance of the test date selected.

Students beginning the Master's program prior to the Fall 2010 term **MUST** take a Comprehensive Exam Off-Campus.

ALL Academic Work **MUST** be completed 30 Days prior to Testing Date.

NOTE: The Master's Comprehensive Examination Requires a Proctor/Testing Site or the Option of Utilizing the Securexam Remote Proctor Device (RPD).

Students taking their Off-Campus Master's Comprehensive Exams are required to have their exams proctored through a testing site or the RPD. Students are also responsible for arrangements made to take the exam and all fees associated with the selected proctor/testing center and RPD.

The test is required to be scheduled on the **THIRD THURSDAY** or **FRIDAY OF THE MONTH** and highly recommended to be taken between the hours of 8AM – 5PM CST in order to properly monitor and assist any student if administrative problems occur.

Exam Dates for the 2011-2012 Academic Calendar Year:

| | | |
|-----------------------|----------------------|-----------------------|
| 15 September | 20-21 October | 17-18 November |
| 16-17 February | 15-16 March | 19-20 April |
| 17-18 May | 21-22 June | 19-20 July |
| 16-17 August | | |

Students have the availability and opportunity to take the Comprehensive Exam every month EXCEPT for December & January. Each exam date will be limited to 15 Students—first come, first served. Please plan accordingly. There will be **NO EXCEPTIONS**.

Please print this form and complete all of the required information and return to the Registrar's Office via email, fax, or mail.

- Email: registrar@ussa.edu
- Fax: 251-625-1035
- Mail: United States Sports Academy
One Academy Drive
Daphne, AL 36526

Please carefully fill out the information below.

*If ALL of the information is NOT provided, students will NOT be eligible to sit for the exam.

EXAM INFORMATION:

Program of Study (Major): _____

Selected Exam Date: _____

Select One: First Attempt _____ **Second Attempt** _____ **Third or More** _____

**If Second Attempt or More;
When Did You Take Masters Comp Exam Last?** _____

STUDENT INFORMATION:

Student Name: _____

Student Home Phone: _____

Student Cell: _____

Student USSA Email: _____

(Personal emails will not be utilized. It is up to the student to make sure their USSA Email is current & operating properly.)

Confirm Student USSA Email: _____

OPTION: (Please Check One)

Proctor/Testing Site _____

Remote Proctor Device (RPD) _____

PROCTOR INFORMATION:

- ***Unapproved Proctor's Include:*** Immediate Supervisors, Student Tutors, Co-Workers, Close Friends, Relatives.
- ***Examples of Approved Proctor's Include:*** College/University Academic Professionals, Testing Centers, Librarians, Education Testing Officers, Human Resource Professionals, Secondary School Principals/Vice Principals.

Proctor Name: _____

Proctor Title / Position: _____

Proctor Email: _____

Confirm Proctor Email: _____

I certify I have no relationship to the above named proctor other than a student/proctor relationship.

Signature _____ Date _____

By signing here I certify that I adhere to the above statement.

TESTING SITE INFORMATION:

Listed below are some examples of locations that offer proctoring and testing procedures:

- Colleges and Universities
- Sylvan Learning Centers
- Military Base Education Office
- Public Libraries
- Educational Testing Center

Testing Site Name: _____

Address: _____

City, State, Zip: _____

Testing Site Phone: _____

Testing Site Email: _____

Confirm Testing Site Email: _____

IMPORTANT NOTES

- Students who do not show up for their comprehensive exam will forfeit *all* fees associated with the exam.
- Upon completion of the comprehensive exam, students will be prompted to complete the MSS Program Exit Survey. If students do not complete and submit the Exit Survey the Comprehensive Exam will not be reviewed.
- **GRADING PROCEDURES:** The Comprehensive Exam is more extensive than other previous exams taken for a specific course with one professor as the grader. The Comp Exam is graded by several faculty members therefore students should allow two weeks for the grading process to take place. Grades given for the exam are P (Pass) / F (Fail). Students will receive notification of results by USSA student email.
- Upon successful completion of the exam, students will be eligible for graduation.
- In order to begin the graduation process students must complete the graduation application paperwork and submit the required graduation application fee.

PROCTOR INFORMATION

Duties of Proctor / Testing Site

1. Proctors should be available to observe and monitor the student at all times during the exam. Proctors should have a direct view of the student's computer screen during the duration of the exam.
2. The exam is a maximum of 4 hours in length. Proctors will observe the examination continuously.
3. The exam is conducted on the third Thursday and Friday of each month. The exam can be accessed from 12:01 AM Thursday – 11:59 PM Friday CST on the test dates. It is recommended that the exam be taken between the hours of 8 AM – 5 PM CST to ensure proper electronic monitoring is maintained to protect the integrity of the exam. This will also ensure that any problems during the administration of the exam can be prudently taken care of appropriately.
4. Proctors will be sent a password that will be used to access the examination.

Payment

Payment Method: _____

I understand that my credit card will be charged in the amount of **\$175.00** for the Comprehensive Examination fee. This fee applies to all first time applicants and retakes. I understand that if I do not appear for the Examination as scheduled all registration fees will be forfeited.

Credit Card Type: _____
(Visa, MC, or Discover)

Credit Card Number: _____

Expiration Date: _____

This form will NOT be processed without signature and date.

Student Signature: _____ Date: _____