Master’s level 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.

ALL academic work MUST be completed 30 days prior to the testing date.

---

**NOTE:** The Master’s Off-Campus Comprehensive Examination requires one of the following options: 1) Proctor/Testing Site or 2) ProctorU

*Students using a Proctor/Testing Site are responsible for arrangements made to take the exam and all fees associated with that selected proctor/testing center.*

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 2013-2014 Academic Calendar Year:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Month</th>
<th>Date</th>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>19-20</td>
<td>October</td>
<td>17-18</td>
<td>November</td>
<td>21-22</td>
</tr>
<tr>
<td>February</td>
<td>20-21</td>
<td>March</td>
<td>20-21</td>
<td>April</td>
<td>17-18</td>
</tr>
<tr>
<td>May</td>
<td>15-16</td>
<td>June</td>
<td>19-20</td>
<td>July</td>
<td>17-18</td>
</tr>
<tr>
<td>August</td>
<td>21-22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:**

Degree Program & 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 _________ ProctorU _________

PROCTOR INFORMATION:

- **Unapproved Proctors Include**: Immediate Supervisors, Student Tutors, Co-Workers, Close Friends, Relatives.


Proctor Name: __________________________________________________

Proctor Title / Position: ____________________________________________

Proctor Email: ____________________________________________________

Confirm Proctor Email: ____________________________________________

I certify that 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.

- GRADING PROCEDURES: The Comprehensive Exam is more extensive than other previous exams and it is graded by several faculty members, therefore students should allow up to **two weeks** for the grading process to take place. Grades given for the exam are P (Pass) / F (Fail). Students will receive notification of their 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 located in their Student Portal and submit the required graduation application fee.

PROCTOR/TESTING SITE 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 specific individual listed and confirmed as the proctor on the exam application must be the same proctor who oversees the exam.

3. The exam is a maximum of 4 hours in length. Proctors will observe the examination continuously.

4. Proctors are instructed to have either Google Chrome or Firefox available for the student to take the exam. **Do NOT** use Internet Explorer.

5. The exam is conducted on the third Thursday or Friday of each month. The exam can be accessed from 12:01 AM – 11:59PM CST on the test date. It is recommended that the exam be taken between the hours of 8AM – 5PM 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 addressed promptly.

6. Proctors will be sent a password that will be used to access the examination.
ProctorU TESTING INFORMATION

1. Students must set up an account with ProctorU prior to the exam date: http://www.proctoru.com.

2. Students are responsible for scheduling their Comprehensive Examination through ProctorU at least three (3) business days ahead of the selected test date.

3. Failure to schedule the exam more than 72 hours in advance will result in a ProctorU “convenience fee” incurred at the student’s expense and/or the unavailability of securing a proctor for the exam.

4. To be successfully proctored by ProctorU, you will need the following:
   a. Webcam
   b. Functioning computer microphone
   c. Compatible web browser: Google Chrome, Mozilla Firefox, or Safari

5. Do NOT use Internet Explorer to take the examination.

Payment

Payment Method: ________________________________

I understand that my credit card will be charged in the amount of $225.00 for the Master’s Off-Campus 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: ________________