

ACADEMY OF LIFE UNDERWRITING

2019 REMOTE EXAM SITE INFORMATION

In an effort to meet the needs of remote underwriters and unaffiliated students who wish to write ALU exams, the Academy has continued its Remote Exam Site program for the April 16, 2019 exams. ALU students who are not housed in or near a company office may write their exams under the supervision of an exam proctor and organization convenient to the student's home or place of business. To assure consistency in the exam process across all exam sites, Remote Exam Sites organizations and proctors must meet the following requirements.

- It is the student's responsibility to identify a suitable remote exam site organization and to arrange exam proctoring services.
- The organization must be well-established, with a website and listing in the local telephone directory. Examples of suitable organizations include:
 - A local or regional public library, or a college library
 - A local public or independent school, or community college
 - A local adult education facility
 - A church, synagogue or other established place of worship
 - A commercial testing center
- The proctor must be an employee or volunteer staff of the organization who may be reached by telephone and email at the organization.
- The student is responsible for any fee charged by the organization for exam proctoring services. While many organizations will not charge a fee, fees at some commercial testing centers may exceed \$50.
- The remote exam site proctor must complete and sign the Remote Exam Site Form, to be submitted with the student's remote registration form. Remote student registrations received without a completed Remote Exam Site Form cannot be processed.
- A friend or colleague may not serve as your exam proctor; you may not serve as your own exam proctor.
- Final determination of whether a particular organization or proctor may serve as a remote exam site rests with the ALU Administration office.
- ALU exams may be written at remote exam sites in the U.S. and Canada only. All ALU students outside the U.S. or Canada may only write ALU exams at an insurance company site.
- It is the student's responsibility to make a confirmed appointment with the Remote Exam Site Proctor for ALU exam supervision on April 16, 2019.

Remote students or prospective remote proctors who have questions about ALU exams or the remote exam site program are encouraged to contact:

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