



End of School Year Reminders

What You Can Do:

1. Make sure all assignments are **submitted & graded before requesting your final exam**. Once a final exam is requested, you are no longer permitted to resubmit assignments.
2. Submit all assignments & paper exams at least **three weeks before** your school's graduation or end-of-school-year deadline. We encourage you to contact your local school counselor to verify all deadlines.
3. **Request your exams well before the three-week deadline** to allow for mailing times, proctor schedules, grading, etc. While most exams are available in an online or paper format, some are only available in paper format, so mailing times should be considered.
4. Remember that completion of your final exam does not indicate a completed course grade has been posted. All instructor-graded assignments and exams need to be graded and all exams certified by your proctor before a final course grade is posted. **Always check your course for a final grade before requesting a transcript** and ensure to request transcripts well in advance of any deadlines. For more info, visit our [Transcript](#) page.
5. If online proctoring is not available for your exam, make sure you have a certified in-person proctor with whom you can take your exam and contact him/her before requesting the final exam. For more info, read our [Testing & Proctoring](#) page.
6. Verify that the name of your high school appears in your personal information tab under "Academic Institution" so your counselor can view grades.

What We Can Do:

1. If you find yourself in a time crunch, you can request your exam to be delivered in an online format when available, or we can express your paper final exam to your certified proctor. When requesting your paper exam, please select "Next Business Day Shipping." One-way express shipping is \$20, and two-way express is \$30. Please note that the two-way express option requires the proctor take the test to a FedEx drop box once you have completed it.
2. If you take a computer-graded exam (in which a bubble sheet is used for paper exams), your exam will be graded within one business day of receiving it.
3. Please allow **two weeks** to process instructor-graded assignments and exams. To view course grades, [log into your account](#).

What We Cannot Do:

1. We cannot fax or email exams. Please plan accordingly.
2. Expedited grading is not available. Therefore, it is extremely important that we receive all coursework and exams at least **three weeks** before deadlines.