

Registering and sitting for a language CBE at a distance

Register for the exam with the University of Wyoming

1. Obtain a copy of the Credit by Exam form from Modern & Classical Languages.
2. Fill in the student information at the top of the form and email it to registrar@uwyo.edu.
 - a. Receive the signed form back from the Registrar's office.
3. Mail the signed form, along with a check for \$80 to the Cashier's office. (no credit card payments available)
 - a. **University of Wyoming**
Dept. 3903 - Cashier's Office
1000 E University Ave
Laramie, WY 82071
4. Cashier's office will email a stamped copy of the form back to the student and Modern & Classical Languages along with the receipt confirming payment.
5. Email the signed and stamped form to lemlerg@uwyo.edu.

Register for the exam with BYU

1. Go to flats.byu.edu (no www)
2. Select "Register for a Test"
3. Fill out the language & Institution information.
4. Fill out your personal information.
5. Select an In-Person proctor and scroll through the list to select "Gwynn Lemler." (either option)
6. Select "Yes" to send the exam results to a college or university, then select "Gwynn Lemler" for the address.
7. Continue to the payment portal.
8. Email lemlerg@uwyo.edu to schedule an appointment to take the exam via Zoom.

Take the exam

Students will have 2 ½ hours to complete the exam.

Students will need to have their webcam and microphone turned on for the Zoom appointment.

The proctor will ask students to show their legal ID, surrounds, and proof that all external electronic devices are turned off via webcam.

Make sure music/televisions are not playing in the background and speakers/headphones are at a good level, as there is a listening section to the exam.

Students will do a full screen share with the proctor to confirm all documents are closed, and that the only browser tab open is for FLATS.BYU.EDU/TESTING

Students will enter their confirmation number and access code, the proctor will give the student the proctor access code, and the student will begin the test.

[After the exam](#)

Official results will usually be mailed to the student and the University within 7-10 business days. The proctor will email the Registrar's office the official results in order to update the student's record with the proper credits.