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.

Register for the exam with BYU
1. Go to flats.byu.edu (no www)
2. In the “Online Test” Pulldown Menu, select “Register for a Test”
3. Fill out top portion with tester information, and put this info into BOTH the “Proctor” AND “Additional Results Sent To” areas:
   a. Name: Gwynn Lemler
   b. Department: Modern & Classical Languages
   c. Ed. Institution: University of Wyoming
   d. Address: 1000 E. University Ave, 3603
   e. City, State Zip: Laramie, WY 82071
   f. Phone: 307-766-6453
   g. Email: lemlerg@uwyo.edu
4. Type in the reCAPTCHA security text to prove you are not a computer (lower left)
5. Click “Proceed to Payment” (lower right), enter payment info, and check out. ($50 online payment)
6. 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/EXAM.

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

After the exam
Student will receive their exam results shortly after completing the test. They may share these results with their proctor to receive permission to enroll in advanced language courses for the coming semester.

Official results will usually be mailed to 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.