Instructions for Student: Submit this form with the Request Form to take the comprehensive examination. We need to be informed of your upcoming comprehensive examination location, if you are not taking the examination at an MCTP site or the ODU main-campus. Please complete this form so that we may send the exam to an authorized proctor. The proctor may be at a college or university testing center, or at an agency in the community such as the library or a military base testing center. The Comprehensive Examination will be sent to the indicated proctor and agency/college/university identified in this form.

Proctor Complete this information:

Agency/School/Institution Name: 

Contact Proctor’s Name: 

Title: 

Mailing Address: 

Phone Number: 

Ext.: 

Fax Number: 

Email Address: 

Today’s Date: 

Test Specifics (Completed by the School/Institution Requiring Proctoring Services)

Title/Name of Exam: MCTP Comprehensive Exam 

Old Dominion University, Teacher Education Services, 152 Education Building, Norfolk, VA 23529

ATTN: MCTP Coordinator 

Name of MCTP Coordinator: Arminda Israel 

E-mail: aisrael@odu.edu 

Date of testing: 

Date Allowed to retake examination: 

Examination may be completed at a computer. Test taker will bring a clean jump-drive. 

If examination is being written, the test taker will bring at least four blue books.

The exam is being sent to the proctor identified as an email attachment. The student will bring either a clean jump-drive or at least four blue books to write the responses of the questions.

Are there any aids allowed? Scratch paper and dictionary are allowed.

Student/Test Taker’s Information

Student Name: 

Address (student): 

Phone Number (student): 

Email address (student): 

Instructions

Proctor: Please return the response of the comprehensive examination questions: 

1. If a computer is used, email responses as an attachment to the MCTP Coordinator, aisrael@odu.edu. Then, mail the jump-drive and signed honor pledge to the MCTP Coordinator address above.

2. If blue books are used, please scan each page of the blue book as a word document and send them as an email attachment to the MCTP Coordinator: aisrael@odu.edu. Then, mail the blue books and the signed honor pledge to the address indicated above.