

EDUCATION, ANYTIME, ANYWHERE

• High School
• Middle School
• On-line Classes



EDUCATION, LEAVING NO STUDENT BEHIND

10 Pidgeon Hill Drive, Suite 70 Sterling, VA 20165
703-433-0805, fax: 703-433-0378

DIRECTIONS TO REQUEST A SENIOR EXAM OR RESET SENIOR COURSE SUBMISSIONS

1) Fax a completed Proctor and Proctoring Facility Form to ED Anywhere (703) 433-0378 prior to sending the email exam request. All submissions the exam will cover must be completed and graded at 60% or above. **Submission Resets will be done only if the score is below 60%.** A final exam can be requested only after the grade for the midterm exam appears in that semester course.

2) Please fill out the following information in the main body when you compose a new email:

Action: *Start or Reset*

Old Password: *List last four digits of Student's SS#*

Last Name: *Student's Last Name*

First Name: *Student's First Name*

Course: *List Specific Course Being Requested for Exam or resets*

Semester: *Semester 1 or 2*

M/F *Identify Midterm or Final Exam or*

Submissions: *Identify the Submission Number to be Reset*

3) Email your senior exam start or reset/submission reset requests to:
examrequest@edanywhere.com

Requests must be received

- Monday –Thursday by 3:00 PM and on Fridays by 10:30 AM EST.
- Any requests received after 10:30 am on Fridays will be activated the following Tuesday.
- Senior Exams are not available on Fridays.

- 4) Please be fully prepared and study for the exam before you email your request. After ED Anywhere receives your exam request, you will be locked out of your senior account until the following morning. When you and your Proctor are together and ready to start the course exam, the **Proctor** must call ED Anywhere at 877-433-0805 and ask for the new password. The new password is assigned only for the day of your exam and will remain as the password to your senior account until the morning after you complete your exam (a 24 hour period). Your senior account password will then return to the last four digits of your Social Security # after the exam is graded.

- 5) Log in at the ED Anywhere main website using the Log In Type “senior class”, your senior login name and the new password given to your Proctor. When you are finished with the exam, please click on the red button “Save My Work”. Your exam grade will be available the following day. If the exam grade does not appear within 48 hours of emailing your exam request to ED Anywhere, it means that you scored less than 60%. Please send a new senior exam request when you are ready to have the midterm or final reset for the second attempt.

- 6) Please contact ED Anywhere if you have any questions at 703-433-0805 or email: examrequest@edanywhere.com