

TEST PROCTOR GUIDELINES

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Wenatchee Valley College

Wenatchee Valley College offers a secure, proctored testing service to WVC and non-WVC students to support their academic success by helping them meet course testing requirements. We can proctor paper or on-line testing. Other types of testing can be accommodated with enough advance notice.

FOR WVC STUDENTS

- Proctored testing service is free to WVC students whose instructors require the use of proctored testing.
- Your WVC instructor will let you know if proctored testing is required along with deadlines and other guidelines.
- If the instructor has not already made arrangements for testing then the student must contact the proctor to schedule the test.

FOR NON-WVC STUDENTS

- Proctored testing service is available to non- WVC students for a fee: \$25.00 per test.
- Non-WVC students must follow guidelines of their institution for finding an acceptable proctor.
- Contact your institution with information of the WVC proctor to request approval of your proctor of choice.
- Once the proctor has been accepted contact the WVC proctored testing center to schedule the exam, pay the fee, and ask other questions you may have.
- It is the responsibility of the student to contact their institution to verify that testing materials have been sent.

TESTING EXPECTATIONS – FOR ALL STUDENTS

- **All students must bring their student ID or picture ID with them to their test. Tests will not be given without verification of ID.**
- Make sure you leave enough time to get onto the testing schedule before any testing deadlines your instructor may have set up.
- Testing must be scheduled so that your test is completed prior to the deadline. In other words, if your test deadline is 12pm on any given day you must have actually completed the exam by 12pm.
- Proctor will advise student of available times and location. Student will need to know time allowed for exam so that proctor may schedule appropriately.
- Only items allowed by your instructor may be taken into the testing area. For example, scratch paper, calculator, pens, pencils, notes and books. Your backpack and personal items will not be allowed in the testing area including cell phones. Similarly, children and babies are not allowed in the testing center.
- You may not leave the testing area once your test has begun. Leaving will result in a “completed” exam.
- Paper tests and all scratch paper and notes must be turned into the proctor at the completion of your exam.