

Acceptable Testing Centers

- A testing center recognized by the National College Testing Association
 - <http://www.ncta-testing.org/cctc/find.php>
 - Fees vary by each site and are listed on the website.
 - All fees are the responsibility of the student requesting off-campus testing.
- Another nationally recognized commercial testing center such as Sylvan Learning Centers.
 - http://tutoring.sylvanlearning.com/find_a_center.cfm
 - Sylvan Learning Centers offer testing for \$25.00 per exam.
 - Other commercial testing sites as reviewed and approved by the Dean, Instructional Affairs.
 - All fees are the responsibility of the student requesting off-campus testing.
- Military Testing Office.
 - Deployed service members may use a commanding officer with a rank of O-2, E-7, or W-2 or higher to act as your proctor.
 - All fees are the responsibility of the student requesting off-campus testing.
- ProctorU
 - <http://www.proctoru.com/>
 - All fees are the responsibility of the student requesting off-campus testing.
 - Students are responsible for ensuring they have the necessary computer and Internet equipment needed for this option.
 - IMPORTANT: Students must ensure that ProctorU is viable option for the test type offered by the instructor. ProctorU cannot be used for paper-based tests and students must use an in-person proctor for those exams.

Testing Center/Proctor Application Packet Instructions

The overall responsibility for completion of this packet is on the student. Students seeking an off-campus testing center/proctor must ensure that the complete packet is filled out and returned to the Center for Instructional Excellence (CIE). Students are not to send packet directly to instructor. Packets must be received at least **two weeks** prior to the scheduled test date.

- Student completes** the Testing Center/Proctor Application Form.
- Student ensures** that testing Center/Proctor completes Proctor Agreement Form (page 3 of this packet).
- Student is responsible** for return of application packet by the date set by the instructor.
- Student is responsible** for any fees associated with off-campus testing.

For questions or assistance completing these forms contact the Center for Instructional Excellence at 334-556-2464.

Mail to:

Center for Instructional Excellence

Wallace Community College

Attn: Proctor Information

1141 Wallace Drive

Dothan, AL 36303

Fax to:

Center for Instructional Excellence

Attn: Proctor Information

(334) 556-2525

Email: cie@wallace.edu

Proctor Application Form

Must be returned by the date set by instructor (minimum two weeks prior to test date)

Student Information

Student Name:	
Student Number:	
Street Address:	
City, State, Zip:	
Phone:	
Instructor Name(s):	
Course Number (s):	

Testing Center/Proctor Information

Name:	
Street Address:	
City:	
State:	
Zip Code:	
Contact Information	
Work Phone number:	
Fax number:	
E-mail address:	

PLEASE NOTE THAT ALL PERSONAL INFORMATION PROVIDED TO WCC WILL REMAIN STRICTLY CONFIDENTIAL AND WILL NOT BE RELEASED WITHOUT YOUR PRIOR CONSENT. PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

Proctor Agreement Form

Wallace Community College student _____ is requesting you serve as an off-campus exam proctor.

Proctor Responsibilities

- Verify the identity of the Student (government issued photo ID required)
- Ensure that there is no participation, interaction, or interference during examinations.
- Ensure no use of text, notes, etc. unless approved by the instructor.
- Ensure that no examination sheets or student answers are reproduced in any manner.
- Mail the completed Exam (if printed) and any copies of test materials specified by the instructor, to the course instructor at Wallace Community College.
 - Student will provide postage-paid envelope addressed to the course instructor if applicable.

Testing Center Agent/Proctor Agreement (not required for ProctorU)

I am willing to serve as proctor for this student and perform the prescribed duties without any remuneration from Wallace Community College. I understand that any financial obligation for the administration of this exam exists solely between the testing center and the student.

Testing Center Agent/Proctor Signature

Date

As the student requesting this person serve as an off-campus proctor I understand I am responsible for completion of this form and full adherence to the Wallace Community College Code of Student Conduct as presented in the College Catalog and Student Handbook. I understand that I am responsible for any fees associated with using an off-campus proctor. I further understand that it is my responsibility to ensure that all course requirements are met by the deadline set by my instructor.

What is the reason for this off-campus proctor request: _____

Student Signature

Date