

## PCC Proctoring Policy Form – Effective as of Fall 2012

### PCC Proctoring Fees

Paper and Pencil Exam	\$30.00 per test
Computerized Exam	\$25.00 per test
Proctor Pass for 3 or More Exams - Paper and Pencil	\$65.00 semester fee
Proctor Pass for 3 or More Exams - Computerized	\$55.00 semester fee
Rescheduling Fee – may be incurred if a student reschedules an appointment after the original appointment date and time have expired without notifying PCC Testing prior to the original appointment	\$10.00 per reschedule
Currently Enrolled PCC Student	No charge – for non-PCC courses submit proctoring request online
Current PCC Staff or Faculty Member	No charge – for non-PCC courses submit proctoring request online
Proctoring for a NC Community College Course	No charge – submit proctoring request online
<i>Please note that all fees are non-refundable. Please assess if a proctoring pass will better meet your needs prior to paying for an exam. Exam fees already paid cannot be deducted from the price of a proctoring pass. These fees are subject to change without notice at the discretion of PCC.</i>	

Students will not be refunded if they miss their appointment. Students who do not contact Placement Testing to reschedule an appointment prior to their appointment may be subject to pay a \$10.00 rescheduling fee. Students will need to submit instructor approval to reschedule testing after specified test dates indicated by their instructor on all testing materials/instructions submitted to PCC Placement Testing Office.

Students who purchase a proctoring pass are responsible for scheduling all of their appointments with the Placement Testing Center. No refunds will be made for students who purchase a proctoring pass, but do not take 3 or more exams with PCC. It is the student's responsibility to make sure PCC can accommodate all their desired testing appointments prior to paying all fees.

For students who are requesting services for non-PCC courses, we will proctor exams as space and resources permit by appointment only. All proctoring requests must be made online on our website. Once your request is accepted your appointment(s) date and time will be finalized by email. All requests must be made at least 2 days prior to the desired appointment date.

All appointments will be made considering PCC related obligations of the Placement Testing Center. All proctored exams must be completed at least 30 minutes before closing time.

The Placement Testing Center reserves the right to limit the number of tests it will proctor based on availability of resources. Testing for non-PCC students will **not** be available from mid April through August and during other PCC peak periods.

The Placement Testing Center reserves the right to deny proctored testing services if necessary.

The student must arrive on time for their appointment. The student is responsible for notifying the Placement Testing Center if they are unable to make the appointment. The Placement Testing Center reserves the right to cancel or reschedule the appointment due to inclement weather, computer malfunctions, or other special circumstances.

**This form must be completed and returned to the Placement Testing Center before any proctored testing can be conducted. A separate form is required and must be on file for each non-PCC class the student needs test proctoring for. The student may mail, fax or return this form in person.**

Placement Testing  
PO Drawer 7007  
Greenville, NC 27835-7007

Fax – 252.321.4592  
Phone – 252.493.7561



All test requirements, exam instructions, and verification forms must be received from the issuing institution before any tests are proctored. **The student is responsible for ensuring the examination and other materials are sent to the proctor.** The student is also responsible to verify with the Placement Testing Center that these materials have been received at least 1 day prior to the test appointment.

The Placement Testing Center computer settings will not be modified nor will programs be downloaded to accommodate an online test. It is the responsibility of the student to make sure that the computing resources at PCC are adequate to their needs.

The student must provide current state/official photo identification at the time of testing. The name on the identification must match the name on the testing materials. Students must also show their proctor fee receipt from Cashier's Office at the time of testing.

The proctor will not enter his/her personal information (such as social security number, home phone number, etc.) on any proctoring materials.

At the conclusion of the exam, the proctor will return the exam to the sending institution by fax or US Postal Service. If UPS or FedEx return is required, the issuing institution or the student is required to provide shipping materials and a pre-paid postage label.

The Testing Center is not liable for completed tests that are not received by the issuing institution, nor are they responsible for content of the exams. The Placement Testing Center will hold any testing materials (copies of faxed material, instructions, etc.) for 3 months before destroying it. It is the student's responsibility to confirm receipt of all materials by this deadline by the issuing institution.

Proctors will not monitor a student continuously during an exam, but will check on the student periodically. Proctors will enforce the rules set forth in the testing materials. Students are encouraged to not bring personal possessions (other than their photo identification) to the Testing Center.

Papers may not be removed from the center. Only scratch paper provided by the Testing Center may be used. All scratch paper and other test materials must be returned to the proctor before students leave the center.

**Special Accommodations:** The Testing Center will not approve special accommodations. All special accommodations must be approved by the institution sending the test and must be disclosed prior to the testing date. The Testing Center will endeavor to meet all accommodation requests as allowed by available resources.

I have read and understand these testing policies as set forth by the Placement Testing Center at PCC

Name (Print legibly) \_\_\_\_\_

Signature \_\_\_\_\_

Contact phone number \_\_\_\_\_

Name of Institution \_\_\_\_\_

Course \_\_\_\_\_

**For PCC Testing Staff Use Only:**

Term and Academic Year \_\_\_\_\_

Proctoring Fee Paid \_\_\_\_\_

Amount Paid \_\_\_\_\_

Staff Initials

Date

***Proctoring Services are provided as a community service. We cannot guarantee the accommodation of all exams or examinees.***