

assessment@waubonsee.edu
Sugar Grove Center: Ext. 5700
Aurora Center: Ext. 4182



WAUBONSEE
COMMUNITY COLLEGE

Center for Learning Assessment

Proctoring for Other Institutions Request

Guidelines: The Center for Learning Assessment proctors examinations for students from other institutions in accordance with National College Testing Association (NCTA) standards. Students from other institutions using college facilities are subject to the WCC Student Code of Conduct. Arrangements for proctored testing must be made before the exam is sent to Waubonsee Community College. A processing fee of \$20.00 is charged for each proctored exam, payable to Waubonsee Community College, and is due at the time an exam is taken. This fee covers handling of the examination consistent with NCTA standards and the instructions from the home institution, completion of any and all forms and supervision while taking the test. **Any postage will be the responsibility of the home institution or the student. Copies of examination materials, including completed student exams and answer sheets, will not be made. The student accepts full liability for the delivery and security of mailed examinations.**

Instructions: Complete one copy of this request form for each course that you are requesting proctoring service. In order to ensure testing integrity, all information requested must be provided. Upon approval of your request, you must notify your home institution to forward your examination materials. In addition, if the test is online or available through e-mail, all instructions, passwords, and related information should be forwarded. All examination materials should be sent directly to the appropriate campus contact as listed below. Proctored examinations are administered by appointment only and appointments should be made at least one week prior to the desired testing date. To schedule an appointment, call The Center for Learning Assessment at (630) 466-5700. Appointments may be rescheduled one time only. On the day of the exam, you must present official photo identification such as a driver's license, and pay the \$20.00 fee. No cell phones or other electronic devices are allowed in the testing center. Calculators are allowed with instructor's permission only.

Your Institution/School's Information

Institution/School Name: _____
Contact Person: _____ **E-mail:** _____
Phone Number: _____ **Fax Number:** _____
Course Name: _____ **# of exams:** _____

Your Personal Information

Printed Name: _____ **Date:** _____
Phone Number: _____ **E-mail:** _____
***Signature:** _____

***Exam proctoring is provided as a service to students from other institutions. My signature indicates that I have read and agree to abide by the guidelines and instructions listed above. Failure to comply with the guidelines and instructions may result in a denial of this request and use of proctoring services.**

Please return this form to the campus location at which you are requesting service, as listed below:

Sugar Grove Campus
M. Sue King
Waubonsee Community College
Assessment Specialist
Rt. 47 at Waubonsee Dr.
Sugar Grove, IL 60554
(630) 466-7900, ext. 2395
(630) 466-7252 fax
mking1@waubonsee.edu

Aurora Campus
Kisha White-Shepard
Waubonsee Community College
Testing Center Assessment Specialist
5 E. Galena Blvd.
Aurora, IL 60506
(630) 801-7900, ext. 4103
(630) 906-4206
kwhiteshepard@waubonsee.edu

Center for Learning Assessment

Locations

Sugar Grove Campus
Student Center, Room 230
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554

(630) 466-7900, ext. 5700

Aurora Campus
Room 110
5 East Galena Boulevard
Aurora, IL 60506

(630) 801-7900, ext. 4182

Hours of Operation

Monday through Wednesday

8:00 a.m. to 8:00 p.m.
(Last test started at 7:30 p.m.)

Thursday and Friday

8:00 a.m. to 4:30 p.m.
except for the last Friday of each month (10:00 a.m. - 4:30 p.m.)
(Last test started at 4:00 p.m.)

Saturday

8:00 a.m. to 12:00 noon
First Saturday of the month – Sugar Grove
Second Saturday of the month – Aurora Campus
(Last test started at 11:30 a.m.)

Center for Learning Assessment Website

Click on “Center for Learning Assessment” on the drop-down menu of the Waubonsee Website (www.waubonsee.edu)

Testing Integrity Policies

- **Photo identification is required for ALL testing.**
- **Only examinees are allowed in the testing room.**
- **Refrain from distracting and unauthorized behavior.**
- **Stop and return all work when time has been called.**
- **Food, drinks, hats, personal belongings, electronic devices, and use of unauthorized materials and websites are not allowed.**