

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 Waubonsee's Student Code of Conduct.

Student responsibilities:

- Agree to serve as a liaison between the home school's (institution) instructor and Waubonsee's Assessment Specialist.
- Complete and return the attached Proctored Request form to the Specialist at the campus of your choice.
- Pay proctor fee (\$20) at the time of testing. Waubonsee will not invoice for proctoring services.
- Provide appropriate mailing materials and postage for return shipping of testing materials. 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:

- For each course for which you are requesting proctoring services, complete one copy of the attached proctor request form. Be sure to check the box of the campus where you chose to have tests administered. These are listed below the student agreement box on the proctor request form.
- Send this completed & signed request to: proctor@waubonsee.edu - for all three campuses.
*Place student's **LAST NAME and CAMPUS CHOICE** in the subject of the e-mail (ie: **Smith/Sugar Grove**) Or, you can fax the form or send via USPS to the campus you chose to have tests administered. Fax numbers and addresses are on the attached form.

NOTE –

1. Waubonsee's Specialist must receive all testing materials from the instructor at least **one week** prior to the exam date. No exceptions will be made.
2. Exam appointments **will not be scheduled** until materials have been received, reviewed and approved for administration by a Waubonsee Specialist.
3. All proctored examinations are administered by **APPOINTMENT ONLY**. Appointments may be rescheduled one time only.

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, or the use of unauthorized materials and websites are not allowed.**

Student Info: Please allow adequate time to complete your testing. **No test is administered 30 minutes before closing.** All testing will stop at closing time. For more information, please see our **Center for Learning Assessment Website** at waubonsee.edu.



**Center for Learning Assessment
Proctoring for Other Institutions Request**

Your Institution/School's Information

Institution or School Name: _____

Contact Person or Instructor: _____

E-mail: _____

Phone Number: _____ **Fax Number:** _____

Approximate Exam Date(s): _____ **# of exams:** _____

Course Name: _____ **Course#:** _____

Your Personal Information

Name: _____ **Birth Date (xx/xx/xxxx):** _____

Address: _____

Phone Number: _____ **-OR-** _____

E-Mail: _____

STUDENT AGREEMENT - Exam proctoring is provided as a service to students from other institutions.

By typing in my name, this 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.

Student Signature: _____ **Date:** _____

Please check the campus location at which you are requesting proctoring service:

| Sugar Grove Campus <input type="checkbox"/> | Aurora Campus <input type="checkbox"/> | Plano Campus <input type="checkbox"/> |
|---|--|--|
| (630) 466-7900, ext. 5700 | (630) 801-7900, ext. 4182 | (630) 552-7900, ext. 2614 |
| Assessment Specialist Waubonsee Community College Rt. 47 at Waubonsee Dr. Sugar Grove, IL 60554 Student Center, Room 230 (630) 466-7900, ext. 2395 (630) 466-7252 fax proctor@waubonsee.edu | Testing Center Assessment Specialist Waubonsee Community College 18 S. River Street Aurora, IL 60506 Room 275 (630) 801-7900, ext. 4103 (630) 906-4206 fax proctor@waubonsee.edu | Testing Center Assessment Specialist Waubonsee Community College 100 Waubonsee Drive Plano, IL 60545 Room 129 (630) 552-7900, ext. 2615 (630) 552-2616 fax proctor@waubonsee.edu |
| 8:00 a.m. – 8:00 p.m., M-W 8:00 a.m. – 4:30 p.m., Th & F (except for the last Friday of each month - 10:00 a.m. - 4:30 p.m.) 8:00 a.m. – 12:00 Noon, First Saturday of each month | 8:00 a.m. – 8:00 p.m., M-W 8:00 a.m. – 4:30 p.m., Th & F (except for the last Friday of each month - 10:00 a.m. – 4:30 p.m.) 8:00 a.m. – 12 Noon, Second Saturday of each month | 8:00 a.m. – 4:30 p.m., Monday 11:30 a.m. – 8:00 p.m., Tuesday 8:00 a.m. – 12 Noon, Wednesday 12:00 Noon – 4:30 p.m. Thursday Closed Friday and Saturday |