Distance Testing Instructions for College of DuPage Online Students

If you currently reside in a location 50 miles or more away from the College of DuPage campus and are taking an online course at College of DuPage you may request to have your tests proctored at another location. Please follow these instructions:

1. If possible, choose a proctor from the National College Testing Association’s Consortium of College Testing Centers which can be found at http://www.ncta-testing.org/cctc/.
   a. If you cannot find a proctor in your location on that list, please check an online search engine to find a college or university near you. The college must have a testing facility which follows standard testing practices.
   b. A proctor cannot be: related to you by blood or marriage, your employee, your employer, your professor, or a friend. S/he must be employed by the educational institution.
   c. If you choose a proctor that is not on the NCTA list, instructor approval may be required before your exams can be sent.

2. The Testing Center Proctor Request Form must be completed no later than two weeks prior to taking your first exam. If you turn in your form later than two weeks before your first exam, the College of DuPage Academic Testing Center cannot guarantee your proctor will receive your exam before you need to take it.

3. Most proctors charge fees for their services. Any fees, including postage, are your responsibility.

4. The proctor must be able to receive your exams and instructions via email. COD’s Academic Testing Center will not mail exams.

5. Your proctor will be provided with instructions for return of completed tests. They must be able to initially return your completed exams by fax or scanned to an email. You are responsible for providing postage or a prepaid envelope so the proctor can return the originals to COD. You may not mail exams back yourself.

6. As soon as COD’s Academic Testing Center supervisor receives your exams, they will be forwarded to your instructor for grading.
FOR STUDENT:
Complete the top portion of this form if you wish to take a scheduled examination at a testing facility other than COD. Ask the proctor at the college you have selected to complete the Proctor section below. This completed form must be received by the COD Academic Testing Center prior to scheduling a test administration date. Allow at least two weeks for processing. You must pay all fees (if any) charged for this service. This form should NOT be included with an assignment or sent to your instructor. ALL REQUESTED INFORMATION MUST BE PROVIDED BEFORE THIS REQUEST FORM WILL BE PROCESSED.

Name of Student: __________________________________________ Term:_________________

Student COD ID#:__________________ Email Address:________________________________________

Course Name & No:__________________ Instructor:__________________ Exam #s: ______

Student Signature:________________________________________ Date:__________________

FOR PROCTOR:
Please read and complete the bottom portion of this form.

Proctor Statement: I agree to administer these examinations at my testing facility according to the instructions provided to me by the Academic Testing Center at the College of DuPage. I understand that I am to maintain the integrity of the testing materials by obtaining proper photo identification at time of this test administration and monitoring the student during testing. I understand that I am responsible for sending the completed test materials back to College of DuPage.

Name of Proctor: __________________________________________ Title: ______________________

(Please Print)

College or University: __________________________ City:________________________ State:_______

Email Address: ________________________________ Phone Number:_____________________

Signature of Proctor: __________________________________________

Please send completed form to College of DuPage Academic Testing Center:

Email: patnaude@cod.edu

Or Fax: 630-942-3724
8/22/2016