

Guidelines for Test Proctoring

- **A \$25 administration fee per test is due at the time of testing.**
 - Please make a check or money order payable to College of DuPage. Tests will not be mailed back until payment has been received. There is a \$20 NSF check fee.
- Tests will be administered in the Testing Lab: Berg Instructional Center, Room 100 on the Glen Ellyn Campus **only**.
- Government issued photo ID is required for all testing.
- If the school issuing the test does not send a stamped, self-addressed envelope with the test, and the test needs to be sent other than First Class mail, it is the student's responsibility to pay for sending the test back.
- Tests that allow books, notes, or other aids may be proctored, but an appointment needs to be made with the Testing Lab for the private room. Their phone number is (630) 942-2580.
- Books, backpacks, bags, cell phones, and iPods are not allowed in the testing area. They must be secured in the lockers provided by us next to the front counter.
- We do not accept or distribute homework.
- We do **not** make copies of tests or answer sheets.
- Students must call the Assessment and Testing Office to see if their test has arrived. The phone number is (630) 942-2401.
- We do offer internet test proctoring. Please contact the Assessment and Testing Office for more information. The email address is assessmentandtesting@cod.edu.

College of DuPage
Assessment and Testing
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