College of DuPage Proctoring Instructions for Distance Learning Students

If you are taking a course at College of DuPage and need to have your tests proctored at a location outside of the College of DuPage community, please follow these instructions:

1. You must choose 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 testing center near you, another option is to look for a proctor at your nearest educational institution. Check with local libraries, high schools, and colleges or universities.
   b. A proctor cannot be: related to you by blood or marriage, your employee, your employer, or a friend. S/he must be employed by an educational institution.
   c. **If you choose a proctor that is not on the NCTA list, the COD Testing Center must obtain approval from your instructor before your exams can be sent.**

2. The Testing Proctor Request Form must be completed no later than two weeks prior to taking your first exam. You must allow additional time if your proctor needs to be approved by your instructor. **If you turn in your form later than two weeks before your first exam, the College of DuPage Testing Center cannot guarantee your proctor will receive your exam before you need to take it.**

3. Most proctors will charge fees for their services. Any fees you incur are your responsibility.

4. The proctor must be able to receive your exams and instructions via email. The COD Testing Center will not mail exams, especially if the proctor is outside of the U.S.

5. If your proctor is unable to fax or email your completed exams back to the COD Testing Center, you are responsible for providing a prepaid envelope to send your exams back. You may not mail exams back yourself. The address to send exams to is College of DuPage ~ Testing Center Office ~ 425 Fawell Blvd. ~ Glen Ellyn, IL 60137.

6. Once the COD Testing Center receives your exams, they are forwarded to your instructor for grading.
FOR STUDENT:
Complete the top portion of this form if you will be taking an authorized examination at a testing facility other than COD. You must submit this form to the Testing Office prior to contacting the proctoring institution to schedule a test administration date. Allow at least two weeks. You must pay all fees (if any) charged for this service. This form should NOT be included with an assignment nor sent to your instructor. ALL REQUESTED INFORMATION MUST BE PROVIDED BEFORE THIS REQUEST FORM WILL BE PROCESSED.

Name of Student: ___________________________________________ Term:___________________
Student ID#:_____________________ Email Address:_______________________________
Course Name:_________________ Instructor:___________ Exams needed: _______
Student Signature:_______________________________________________________________________

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 by me by the Testing Staff at the College of DuPage. I understand that I am to maintain the integrity of the testing instruments by obtaining proper photo identification at time of this test administration. I understand that I am responsible for sending the test materials back to College of DuPage.

Name of Proctor:________________________ Title:_____________________________________
Educational Institution:______________________________________________________________
Email Address: __________________________ Phone Number:___________________________
Signature of Proctor _________________________________________________________________

Please send completed form to the College of DuPage Testing Center at:
Email: testing@cod.edu
Or Fax: 630-942-3724
Rev. 04/11