

Other School Proctoring Service Guidelines

General Information

1. Proctoring Services are available in Building B Room 115.
2. All proctored exams from other schools are administered by appointment. Please go to elgin.edu/testing and click “Register for Proctored exams.”
3. Appointments must be made a minimum of 48 hours in advance.
4. A government-issued photo ID is required for all services.
5. The appointment time starts when the exam begins, not when the examinee arrives. Please arrive 15 minutes early.
6. Lockers are available free of charge for testers.

Fee Information

1. Proctoring fees are assessed \$25 per day. Fees are nonrefundable.
2. Testing will not be permitted beyond the maximum allowed time indicated by the exam sponsor, or past closing of the testing office.
3. Late arrivals may or may not be accommodated depending on seat availability and/or office hours. If the exam needs to be rescheduled, the student will need to choose another exam date at elgin.edu/testing.

Institutional Information:

Please provide your institution with the following information:

We accept exams by mail or e-mail.

Send the exam to:

Victoria Roush, Testing Manager
Elgin Community College
Testing Center Building B Room 115
1700 Spartan Drive
Elgin, IL 60123
vroush@elgin.edu
847-214-7219
FAX: 847-608-5474

Each exam **must** include the following information:

- Student’s complete name (no nicknames), address, phone number, date of birth, and student’s e-mail
- Institution’s name
- Course name and test number
- Materials student is allowed to have/access during the exam
- If a calculator is allowed, please specify what kind (graphing, non-graphing, scientific, etc.)
- Exam instructions (time limit, delivery format, etc.)

- Contact information for the institution/instructor/tech support including after-hours/weekend contact information
- Method of returning the exam (address/information to scan and email, fax, mail)

There is a processing time of two business days for all exams. Exams must be received at least two business days before the student's scheduled appointment.

Our office will return unopened exam files after 5 months.

Returning exams:

Proctors will scan and email, fax, or mail exams back to the student's institution.

If the exam must be returned by a traceable method, the institution or the student must provide a prepaid UPS envelope. (If FEDEX is used, there may be an additional delay of one business day.)

Students are NOT allowed to mail the tests back themselves.

Completed tests are returned **the following business day.**