

### 3357:13-14-85 Proctoring Services Policy for Students Attending Other Institutions

- (A) As a service to the students of other educational institutions, North Central State College can be utilized as a proctoring site for non-NC State exams or ACCUPLACER placement assessment for admission to another college. To designate North Central State College as a proctoring site, students will contact their home institution to begin the process. Colleges and universities generally have testing guidelines and a form that the examinee must complete using North Central State College's contact information. Once NC State has been approved as the proctoring site, the student's home institution may email exams directly to [proctoring@ncstatecollege.edu](mailto:proctoring@ncstatecollege.edu). Exams should be received at NC State 6 to 10 days in advance of the scheduled exam date to allow for proper processing. Examinees must contact the Student Success Center at 419-755-4536 or Testing Center at 419-755-4736 in order to schedule an appointment time for testing. The college is not able to accommodate tests that require special software and will not load testing software onto any computer. Remote proctoring services for students attending other institutions are not available.
- (B) The proctoring fee for any non-NC State exam or ACCUPLACER placement assessment for admission to another college is \$25.00 per exam, payable prior to testing. This fee is paid to the Cashier's Office, 140 Byron Kee Center, Monday through Thursday, 8:00 a.m. to 5:00 p.m. or by calling 419-755-4722. On the day of the Exam, examinees must bring photo identification (driver's license or state issued ID card) and "Payment Form for Proctoring Services for non-NC State Exams" marked paid by the Cashier's Office.

Effective: April 27, 2021

Next Review: April 1, 2026

Review Dates: 3/30/09, 4/27/21