

3357:13-14-851 Proctoring Services Procedures for Students Attending Other Institutions

(A) 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" that is marked paid by the Cashier's Office and plan to finish before the posted closing time.

(B) Students wanting to take the ACCUPLACER at North Central State College for admission to another college follow these steps:

- (1) Register with the home institution to obtain a remote testing voucher to test in-person at North Central State College (Reading, Writing, or Math sections as prescribed by home institution). The Examinee's home institution will create a remote test voucher.
- (2) 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.
- (3) Provide NC State with the ACCUPLACER Remote Voucher number and the name of the home institution when scheduling an appointment.
- (4) Complete the "Payment Form for Proctoring Services for Non-NC State Exams" (available on the college's website or in the Testing Center, Student Success Center, or Cashier's Office) and submit it with a \$25.00 fee per exam to the Cashier's Office (140 Byron Kee Center, Monday through Thursday between 8:00 a.m. to 5:00 p.m.) or email the form to cashier@ncstatecollege.edu. Payment can be made over the phone by calling 419-755-4722. The Cashier will mark the form "paid" and return it to the examinee to present to the proctor.
- (5) Arrive at the Testing Center, room 138 Byron Kee Center, at least 10 to 15 minutes prior to the appointment time.
- (6) Bring the "paid" payment form, ACCUPLACER Remote Voucher, and photo identification on the day of the exam.
- (7) Allow 1 to 3 hours for testing, depending on how many sections (reading, writing, and/or math) of ACCUPLACER being completed.
- (8) Obtain test results through the home institution after testing. North Central State College is unable to provide scores or interpretation of scores.

(C) Students taking Non-NC State Exams at North Central State College follow these steps:

- (1) Follow the guidelines of the examinee's home institution to designate NC State as the proctoring site.
- (2) Provide the home institution with the following NC State contact information for sending exams:
email: proctoring@ncstatecollege.edu
- (3) Contact the Student Success Center at 419-755-4536 or Testing Center at 419-755-4736 to schedule an appointment. Appointments are required, no walk-ins accepted.

- (4) Confirm that the exam has arrived before the scheduled appointment date and that NC State is operating under normal hours.
 - (5) Complete the “Payment Form for Proctoring Services for Non-NC State Exams” (available on the college’s website or in the Testing Center, Student Success Center, and Cashier’s Office) and submit one form and a \$25.00 fee per exam to the Cashier’s Office (140 Byron Kee Center, Monday through Thursday between 8:00 a.m. to 5:00 p.m.). The Cashier will mark the form “paid” and return it to the student to take to the proctor.
 - (6) Present photo identification and “paid” payment form to the exam proctor.
 - (7) Allow enough time to finish exam(s) before the posted closing time of the Testing Center.
 - (8) Contact the Student Success Center or Testing Center to cancel an appointment. Exams can be held for a future date only if notified by an authority at the home institution on or before the scheduled exam date; otherwise tests will be destroyed on the following Monday.
 - (10) Provide a postage-paid envelope with the receiving institution’s address if one is not provided by the home institution. Completed exams will be returned to the home institution via regular U.S. mail on the following business day. Special rush or overnight mailing services are not available. Completed exams can also be faxed or emailed to the home institution.
 - (11) Complete the testing process in order to meet exam and return deadlines as outlined by the home institution’s instructor.
- (D) Proctoring Services are by appointment ONLY. 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.

Effective: April, 27, 2021

Next Review: April 1, 2026

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