

3357:13-14-85 Proctoring Services Policy for Compass or Non-NC State Exams

- (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 COMPASS placement assessment for admission to another college. To designate North Central State College as your proctoring site, please contact your home institution. 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 send exams directly to NC State via e-mail, fax, postal mail, or internet. Exams should be received at North Central 6 to 10 days in advance of the exam date, if possible, to allow for proper handling. The college is not able to accommodate tests that require special software and will not load testing software onto any computer. However, online exams without special software requirements can be accommodated only on Wednesday mornings in the Student Success Center.
- (B) The proctoring fee for any non-NC State exam or COMPASS 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, room 155 Fallerius Technical Education Center, Monday through Friday, 8:00 a.m. to 5:00 p.m. Please be sure to bring your photo identification and paid "Payment Form for Proctoring Services for non-NC State Exams" on your exam date and plan to finish before the posted closing time. The proctor will ask for your ID (driver's license or state issued ID card) and your paid receipt.

Effective: March 30, 2009

Expires: March 1, 2014

Review Dates: 3/30/09