

Qualified Off Campus Proctor/Test site:

Testing Site:

The Consortium of College Testing Centers, <http://www.ncta-testing.org/cctc/> is an organization that has testing centers across the country and abroad that provide proctoring services to distance students near their homes. Centers are located in 44 states and Canada. Any fees incurred are the student's responsibility.

Testing Center Responsibilities

Tests will be stored in a secure location. Testing center staff will verify the identity of the examinee by checking photo identification from a school, employer, government agency, or other source, as specified by the test provider. Testing center staff will actively monitor the testing room but will not monitor test content unless instructed to do so by the test provider. Testing center staff must be responsible and competent to receive and follow all reasonable instructions from the test provider, such as timing the exam, providing scratch paper and pencils, etc. Students must confirm that their proctor has a business e-mail address, the ability to download and print PDF documents, and access to a fax machine or scanner for returning completed exams. Exam materials are not sent to proctors who do not have a business e-mail address.

Acceptable Proctors include:

- Official testing centers
- Universities, Colleges, or other Educational institutions
- Certified Librarians at a School, University, or Public Library
- Education officers of a corporation, military installation, or correctional facility
- Supervisor or Human Resources personnel of your workplace
- American school officials at overseas facilities

Unacceptable Proctors Include:

- Relatives or spouses/partners
- Friends
- Co-workers or business associates
- Peers
- Any student currently taking Engineering classes at UCF