

Proctoring Services Policy for COMPASS or Non-NC State Exams - \$25 per Exam

Student Assessment Services and Academic Services

Effective March 30, 2009

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.

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.

Procedure for taking COMPASS at North Central State College for admission to another college

- Register with home institution to take the "Internet COMPASS" (Reading, Writing, or Math sections as prescribed by home institution) at North Central State College.
- Your college's assessment department will create your test package (which may include reading, writing, and/or math) and assign a registration number.
- Make an appointment (required) by calling the Student Success Center at 419-755-4736 or 419-755-4764. COMPASS is typically offered in the morning, afternoon, and early evening Monday through Thursday and morning and afternoon on Friday.
- Provide NC State with your COMPASS registration number and the name of your home institution when calling for an appointment.
- Complete the "**Payment Form for Proctoring Services for Non-NC State Exams**" (available in the offices of Student Assessment, Academic Services, and Cashier's Office) and submit it with a **\$25.00 fee per exam** to the Cashier's Office (Room 155 Fallerius Technical Education Center, Monday through Friday between 8:00 a.m. to 5:00 p.m.). The Cashier will mark the form "paid" and return it to the student to present to the proctor. The best practice is to pay in person on the date of your exam.
- Arrive at the Student Success Center, room 136 Kee Hall, at least 10 to 15 minutes prior to your appointment time.
- Bring your "paid" payment form, COMPASS registration number, photo identification, and calculator (if needed for math).
- Allow 1 to 3 hours for testing, depending on how many sections (reading, writing, and/or math) of COMPASS you will be taking.
- A copy of your COMPASS results will be given to you and automatically available to your home institution after testing is completed.

Procedure for taking Non-NC State Exams at North Central State College

- Follow the guidelines of the student’s home institution to designate NC State as the proctoring site.
- Provide your home institution with the following NC State contact information for sending exams:
 - North Central State College
 Cathy Craig, Coordinator of Student Assessment Services
 P.O. Box 698
 Mansfield, OH 44901-0698
 Phone: 419-755-4736
 email: proctoring@ncstatecollege.edu
- Contact Student Assessment Services or Academic Services (see below for contact numbers) who will complete the “**Student Contact Information Form**”.
- Schedule an appointment for a specific date for your exam(s) by contacting either Student Assessment Services at 419-755-4736 or Academic Services at 419-755-4812. Walk-ins cannot be accommodated.
- Confirm that the exam has arrived before your exam date and that NC State is operating under normal hours.
- Complete the “**Payment Form for Proctoring Services for Non-NC State Exams**” (available in the offices of Student Assessment, Academic Services, and Cashier’s Office) and submit one form and a **\$25.00 fee per exam** to the Cashier’s Office (Room 155 Fallerius Technical Education Center, Monday through Friday 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. The best practice is to pay in person on the date of your exam.
- Present your photo identification and “paid” payment form to the exam proctor.
- Allow enough time to finish exam(s) before the posted closing time of the proctoring center.
- Contact the Student Assessment Office or Academic Services if you need to cancel your exam appointment. Exams can be held for a future date only if notified by an authority at the home institution on or before your exam date; otherwise tests will be destroyed on the following Monday.
- **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.
- Be sure to meet exam and return deadlines as outlined on your course syllabus or by your instructor.

Proctoring Center Hours (by Appointment ONLY):

- **Wednesday, 9:00 a.m. – Noon**, Student Success Center, room 136 Kee Hall
- **Friday, 4:00 – 7:00 p.m.**, room 119 Fallerius Technical Education Center (room subject to change)
 - Or Thursday of Finals Week ONLY, 4:00 – 7:00 p.m., room to be announced
 - *Note: Friday night proctoring services will NOT be available during quarterly breaks*

(Note: While proctoring services will be available most Wednesdays and Fridays during the normal quarter, some exceptions may apply. Please call for your appointment at least seven days prior to the anticipated exam date.)

Contact Information:

<p>Student Assessment Services Cathy Craig, Coordinator of Student Assessment Services Phone: 419-755-4736 Fax: 419-755-4729</p>	<p>Office of Academic Services Roberta Moore, Senior Administrative Assistant Phone: 419-755-4812 Fax: 419-755-4780</p>
<p>Exam Mailing Address: North Central State College Attn: Cathy Craig, Student Assessment Services 2441 Kenwood Circle P.O. Box 698 Mansfield, OH 44901-0698 Email: proctoring@ncstatecollege.edu</p>	<p>Cashier’s Office Lisa Reip, Cashier Phone: 419-755-4722 Fax: 419-755-4782</p> <p>Payment Mailing Address: North Central State College Cashier’s Office P.O. Box 698 Mansfield, OH 44901-0698</p>