Proctoring Services for Outside Institutions

Highland Community College Testing Services provides proctoring for community members who are taking online or distance learning courses at other colleges and universities. Please call Testing Services at 815-599-3680 to determine if we can assist you with this service. The proctor fee is $15 per exam or $25 per semester. That payment is accepted is cash or check.

Each college/university has its own process. This is *usually* the general process:

Step 1: Your institution will ask for proctor information.

Step 2: Once your school approves Highland's Testing Center as a proctor, your school will send us the exam (if paper) or the password & instructions (if online) and notify you that they have done this.

Step 3: Once we have the exam/password, <u>you must call to schedule a time to take the exam</u>.

- We do not schedule an appointment until we have the exam and the exam instructions.
- All exams must be started one hour prior to closing.

Step 4: On the day of the scheduled exam, please bring a government-issued photo ID and the proctor fee. The fee can be paid by check or cash. Cash must be paid in exact change.

Step 5: You take your exam exactly as your instructor has directed. We return the exam to the instructor, according to the school's instructions (if paper).

These are general guidelines. The distance learning department at your school should be able to give you specific instructions related to your school's procedures.

Contact Information

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