

# Proctoring Information Form

## *On-line Courses*

In addition to college placement testing (COMPASS), GED testing services and licensing exams, the OCCC Newport Testing Center offers proctoring services for on-line courses. Proctoring is done by appointment only **and need to be made a week in advance**.

• **To begin the proctoring process for an on-line class exam, students need to:**

- Inform their instructor they have chosen OCCC for test proctoring.
- Contact the OCCC Testing Center to coordinate schedule availability and exam deadlines. Advanced planning is highly advised.
- Have their instructor mail or email the test(s) and proctoring instruction to the OCCC Testing Center.
- Emailed tests and/or proctoring instructions should be sent to Cheryle Burkhart at: [cburkhart@occc.cc.or.us](mailto:cburkhart@occc.cc.or.us)

**The proctoring instructions for an on-line exam should include:**

- Instructor's name and college affiliation \_\_\_\_\_.
- Course Name and # (ie: Psy 101, Math 95) \_\_\_\_\_.
- Exam title (#1, #2, Midterm, Final) \_\_\_\_\_.
- Instructor's mailing information \_\_\_\_\_.
- Instructor's email address \_\_\_\_\_.
- Return mode (ie: mail, pick up, fax or online). Fax number \_\_\_\_\_.
- Instructor's phone number \_\_\_\_\_.
- Time limit for the exam \_\_\_\_\_.
- Deadline for taking the exam \_\_\_\_\_.
- Closed book/no notes \_\_\_\_\_ Open book/notes allowed \_\_\_\_\_.
- Calculator (yes or no) \_\_\_\_\_.
- Name of student(s) \_\_\_\_\_.

Additional Notes or  
Comments \_\_\_\_\_

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**Proctoring Fees:**

For OCCC and PCC students – no fee

For non OCCC/PCC students - \$20.00  
per class per term.

**Please be prepared to provide the proctor with a valid government or school picture I.D.**