

## FALL 2019 Exam Proctoring Policy & Schedule

The Academic Support Center of Carteret Community College provides proctoring services for students taking courses at other colleges and universities. Proctoring is provided as a service to the community, and there is a **\$20 charge per exam** proctored.

The testing center is equipped for written and online exams. Other computer applications are available as well, but please request any specific software needs well in advance of the test date.

**Availability** (*Subject to change due to College calendar. Also, if the college is ever unexpectedly closed for any reason, including but not limited to inclement weather, proctored exams for that day will also be canceled.*)

**Fall Calendar:**            Sept. 09 - Dec.6    (***EXCEPT: Sept. 2, Oct. 7, 8, 10 & 11, Nov. 28 & 29***)

**Days/Hours:**            Monday and Thursday -- 1 p.m. – 5 p.m. (Office closes at 5:00 PM)  
Friday                            -- \*10 a.m. – 1:00 p.m.

**\*PAPER TESTS MUST BE SCHEDULED DURING MORNING HOURS\***

### Procedures

Once the initial inquiry regarding proctoring services has been made and an e-mail address has been provided, the process continues as follows.

In order to establish CCC as an approved proctoring site, the proctor sends an e-mail to either the student or the student's institution. This usually includes the name of the college and the proctor's title and contact information.

The student is responsible for contacting his/her institution to ensure that the proctor is approved and the exam/password will be sent.

The student contacts CCC to make an appointment. Please call (252) 222-6218 or e-mail [academicsupport@carteret.edu](mailto:academicsupport@carteret.edu).

It is a good idea to check with CCC to be sure the exam/password was received.

### Location and Test Day

Academic Support is located in the McGee Building (directly across from the hospital, three flags flying out front), Room 102. The student will first pick up a "Testing Ticket" in Academic Support, then go to the Cashier to pay the fee, then bring the receipt back to Academic Support to take the exam.

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Academic Support Services

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