The Manassas Campus Testing Center will proctor exams for courses taken at other Virginia Community Colleges. There is no charge for this service; however, proctor requests must be received at least two weeks prior to the expected exam completion date. **We reserve the right to deny proctoring for exams that require changes to our computer systems, or that violate our Testing Center’s Testing Guidelines and Procedures.** We do not provide proctoring for outside schools or universities at this time. **If your student has requested proctoring at the Manassas Campus Testing Center, please be aware of the following policies:**

1) The Manassas campus cannot scan/email/or fax completed exams to other centers or instructors.

2) The Manassas Campus can only receive exams and/or proctoring information through email at matestingcenter@nvcc.edu, or through regular postal delivery at the following address: NVCC Manassas Testing Center, VCCS Testing, 6901 Sudley Road, MH 112, Manassas, VA 20109. *Please note that postal delivery to and from our campus during the summer months is very- limited.*

3) The Manassas Campus Testing Center **does not** proctor take home exams, collect homework or other assignments, or release testing materials or copies of any kind to students.

4) The Manassas Campus **does not allow** the use of electronic texts, personal laptops or other electronic equipment, cells phones, or cameras during testing. **Students in need of specific testing accommodations due to a documented disability should contact either Corey Esparza or Asante Clarke in Campus Counseling at 703-257-6610 to coordinate testing arrangements.**

5) The Manassas Campus does not provide Scantron forms or Blue Books. These are available for purchase in the Campus Cafeteria and in the Campus Bookstore.

6) If your courses are paper-based, exams can only be returned via US Mail and students must provide both postage and envelopes. Paper exams will be returned to your campus within five business days.

7) An exam coversheet with the student’s exam information, date of proctoring, and return date (for paper exams), will be kept on file for one semester. **We do not keep copies of exams.**

8) Once exams are received, it can take up to **five business days** for processing depending on testing volume.

9) Students are notified through their VCCS email address when exams are ready to be taken; **we will not proctor exams past their stated deadline without instructor authorization to matestingcenter@nvcc.edu.**

10) When proctoring arrangements are made, students are provided with information about parking, Testing Center Policies and Procedures, Hours of Operation, and **NOVA’s Policy on Academic Dishonesty.**

**We reserve the right to deny future proctoring to students who are found in violation of NOVA’s Policy on Academic Dishonesty.**