NOVA Manassas Campus Testing Center – Fall Semester 2014
Guidelines for Students Requesting VCCS Proctoring Services

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 date you wish to take your exam.** We do not provide proctoring for outside schools or universities at this time. We will not proctor exams that require changes to our computer systems or that violate our Testing Center’s Policies or Procedures. **Please follow the following steps when requesting proctoring services at NOVA Manassas:**

**Step one:** Contact your home institution for its requirements for an outside proctor. Most schools within the VCCS coordinate test proctoring through their campus testing centers and require the completion of a Proctor Request Form signed by the student and the proctor before tests can be sent. Many schools have Proctor Request Forms available on their Testing Center websites for this purpose. **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.**

*For schools without Testing Centers:* Some VCCS schools allow their instructors to coordinate proctoring services for their students. If this is the case, you may submit our contact information to your professor as a possible testing location and your instructor may contact us for more information. Our contact information is listed below.

**Step two:** Submit your completed Proctor Request Forms to matestingcenter@nvcc.edu with the heading VCCS Proctor Request. Instructor inquiries may also be directed to this email address. Our mailing address is NVCC Manassas Testing Center, 6901 Sudley Road, Manassas, Virginia 20109. Our phone number is 703-257-6699.

Once proctor requests are received, they will be reviewed and forwarded with any other required documents to your home institution for processing. **This can take up to five business days depending on testing center volume.** Please be certain to include your VCCS Email address on any forms you submit as we will not contact you through personal email accounts for security reasons. **You will be notified via email when your exams have been received by the testing center.** In some cases, you will need to notify your school when you are ready for your exams to be sent.

**Special notice for paper exams:** Please be aware that the Testing Center does not fax/scan/or email exams. If you are taking a paper based test, you must provide us with postage and envelopes to return your exam through regular postal delivery. Mail delivery during the summer months is limited, so please keep this mind when planning to take your exams. We also will not accept homework or other assignments from students.

**Step three:** Visit our Testing Center’s website to become familiar with our testing policies and current hours of operation. **Please note that you must be at the Testing Center; signed in and seated at least one hour before closing on any day we are open to begin your exam. You must also have a photo ID and know your VCCS student number to take a test. All exams are collected fifteen minutes prior to closing.** Please visit Parking Services to become familiar with parking options at the Manassas Campus.

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