External Proctoring Services

Our services are designed for students taking CLEP and DSST exams, courses at other institutions, and online courses. We also serve business professionals, employee candidates, or anyone who needs an exam proctored.

The test center staff is trained to proctor both paper-based and internet-based exams for individuals and groups by appointment either at the Workforce Professional Test Center at the Center for Employee Development (CED) in Annandale or at the Alexandria campus location. Test Center employees are members of the National College Testing Association.

**HOURS**

<table>
<thead>
<tr>
<th>Location</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria</td>
<td>Monday – Friday</td>
<td>9:00 am - 2:00 pm</td>
</tr>
<tr>
<td>CED</td>
<td>Monday – Friday</td>
<td>9:00 am - 3:00 pm</td>
</tr>
</tbody>
</table>

**APPOINTMENTS**

Appointments fill quickly. Send your request as soon as possible. We are unable to accommodate walk-in appointments at this time. There are two ways to request an appointment.

Complete the online **APPOINTMENT REQUEST FORM**

1. Or, send an email to workforcetestcenter@nvcc.edu.
   a. Subject line example: CED-Other External Proctoring; or, Alexandria-CLEP
   b. Include the info listed below with your info and send. Please include requests for special accommodations due to a documented disability in your email.

**CANDIDATE CONTACT INFO**

Name: 
Address: 
City, State, ZIP
Phone: 

**TEST SPONSOR CONTACT PERSON**

Name: 
Phone: 
Email: 

**EXAM INFORMATION**

Name: 
Format: 

**TEST DATE INFORMATION**

Date of 1st Choice: 
Date of 2nd Choice: 

**SPONSORING INSTITUTION OR BUSINESS**

Name: 

**ADA SPECIAL ACCOMMODATION REQUEST:**
TEST DAY PROCEDURES

1. **BRING** a valid, *unexpired*, government-issued photo ID such as a driver’s license, passport, military ID, etc.

2. **PROCEED** to the Workforce Development Office at the location of your scheduled appointment at least 30 minutes before your test start time to complete and submit the NOVA Workforce Professional Test Center **REGISTRATION/ADMISSION FORM**.

3. **PAY** administrative fees and any additional fees as necessary.

4. **REPORT** to the test center with the receipt of payment and a copy of the registration form to give to the test center staff.

   All personal belongings must be stored in a locker at the test center. No cell phones or other electronics may be permitted in the test center. Cell phones must be turned off. No food, candy, or drinks are permitted.

**FEES**

**NOVA Administrative Fee**: Cash only, exact change. $75 per exam; $20 for active military personnel for CLEP only

**TWO SEPARATE FEES** are required for each CLEP and DSST exam you plan to complete.

**CLEP**:

1. **Exam Fee**: CLEP exams cost $80 each; military discount available. Purchase *before* test day.
2. **Administrative Fee**: $75 per exam (described above)
**DSST:**

1. Exam Fee: DSST exams cost $80 each. Purchase **on** test day.
2. Administrative Fee: $75 per exam (described above)

**All Other Exams**

Test center staff will follow the test sponsor’s instructions for the administration of all other exams. Paper-based exams with confirmed appointments should be mailed to the location where you will complete your exam as follows:

Khalid Mounsef  
Northern Virginia Community College  
Workforce Development Division  
Alexandria Campus, AA230  
5000 Dawes Avenue  
Alexandria, VA 2231  
703.845.6280  
703.845.6083 (Fax)

Carol Pico  
Northern Virginia Community College  
Workforce Development Division  
Center for Employee Development  
Pitney Bowes Building  
7630 Little River Tpke., Suite 600  
Annandale, VA 22003  
703-323-3102