

Thank you for contacting the Richmond Community College Guided Studies Center about test proctoring services. We will be glad to serve as a test proctor for your online courses. Our requirements are that we are contacted directly by the instructor via email. When contacting us, the instructor should use his/her email account from the college at which he/she is teaching.

If a proctor form is required, either the instructor or the student is responsible for filling that out. Due to the volume of tests proctored, the coordinator in Guided Studies does not fill out paperwork from other institutions.

To ensure that we provide quality proctoring services, we suggest that the instructor or Proctor Office send the following information:

- . Student name, course number, course title
- . Time limit, if any
- . Date range the test is available
- . Items to be used/not used during test (e.g., books, notes, calculators, scratch paper, etc.)
- . A copy of the test as a Word document, PDF file, etc., mail a hard copy of the test, or email the password for an online test
- . Method of returning the test to the instructor, if applicable (e.g., mail, email attachment, fax, etc.)
- . What day and approximate time student plans to take test(s) **The student is required to call 3 days prior to a test to arrange their date and time.**

Testing hours:

Monday - Thursday: 1:00 PM - 8:00 PM (Lab closes at 9:00 PM and all testing should be completed by 8:45 PM.)

* Fridays: 12:00 - 2:00 PM (Lab closes at 2:15 PM.)

Students should call to ensure that the test(s) have been received BEFORE they come to the testing center. A campus map and driving directions can be found on the following web site:

<http://www.richmondcc.edu/paghtm/maps.htm>

The Guided Studies Center is located in the J. Richard Conder Building (RCC Library).

La Wanda Goodwin: 410-1756, Day, Lead Coordinator

June Wright: 410-1757, Evening Coordinator