



University Testing Center

Proctoring Process/Information

For online and in class proctored exams:

Before we can proctor an exam, we must first be approved by the institution for which you are taking the exam. Provide your institution with the Manager's contact information (see below) to initiate the approval processes. Once you have been approved, the exam materials will be sent to our office. It is the test takers responsibility to ensure delivery of your exam to our office 24 hours prior to your appointment.

For Certifications and any other exams:

In most cases we will be able to proctor your exam without approval from the institution for which you are taking the certification/exam. If an approval is required, your institution will let you know and you will need to provide them with the Manager's contact info (see below).

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