Proctored Tests for Distance Learning – Student Information

Bring your picture ID:
Bring your picture ID on test day so that the proctor can verify that you are who you say you are. **If you do not have your ID on test day, you will not be allowed to take the test. This applies whether you are taking your test at Shoreline or at an outside facility.**

You have choices as to when and where to take your exams

**At Shoreline Community College:**

- Your instructor may arrange for the test to be given at specific days and times on the Shoreline Community College campus. Additional options may be available. As these opportunities become available, they will be announced.
- As announced, the Math Learning Center is no longer available as a proctoring site.
- The Shoreline Testing Center can accommodate a very limited number of students. If you would like to take your exam(s) there you will have to complete the survey that will appear and indicate your preference. As soon as the maximum number of exams that the Center can handle is reached, I’ll send them the list of students who asked to take the exam there, and they will have to arrange their schedule directly with the Center.

Contact the Testing Center at

FOSS (5000) Bldg.
Room 5100
16101 Greenwood Ave. N.
Shoreline, WA 98133-5696
Phone: 206-546-5696
Email: testcenter@shoreline.edu
Fax: 206-546-6954

Make sure to check the announcements for updates on your options. In particular, a survey will become available, listing your options and asking you to choose one by Wednesday of the week before the exam. Make sure to take the survey, so that a copy of the test can be delivered to your chosen venue in time.
**Off-Campus**

**Allow enough time to set your off-campus exam up!**
You must allow enough time for the proctoring process.
If you need to find a remote proctor, start the process right away so that we will have enough time to verify his or her credentials.
You will need to make an appointment to take the test. Many testing centers have limited times that they can proctor tests, so you may not be able to get an immediate appointment. You will need to allow enough time for your instructor and Shoreline CC to get your test to the testing center. Ideally, you should start scheduling your exam at least two weeks before you need to take the test.

**Outside the local area, but inside the State of Washington:**
You can arrange to take your test at a testing center at a local community college. You will need to arrange an appointment at the testing center. Some public libraries offer this service as well. A partial list of available centers is available from our web page and from Canvas.
Contact your instructor at least two weeks in advance of your appointment to arrange for the test to be sent to the location you have chosen.

**Areas too far away from testing centers:**
If you live too far away from one of the testing centers in Washington, you will need to find a proctor to supervise your examinations. You should start looking right away. You are not allowed to use a relative, friend, coworker, or supervisor as a proctor. A proctor may charge you a reasonable fee to supervise the exam.
Examples of places to go looking for a proctor:
- Contact the Testing Center or Library at your local community college or a university.
- Contact your public library or the library at your place of business.
- Ask the librarian or principal at your local school.

Examples of people who can serve as a proctor:
- Librarian
- School administrator (Ex: counselor, principal, superintendent)
- Head of Testing Center at an accredited college
- Faculty or administrator at an accredited college
- Education officers of a corporation or military unit
- US Embassy or consular officer

Once you have located a proctor, send his or her contact information to your instructor. Make an appointment to take your exam. Contact your instructor at least two weeks in advance of your appointment to arrange for the test to be sent to your proctor.

If you are going to be out of the country at the time of one or both tests, please let your instructor know right away. We will do our best to find a way for you to take the test(s) at your location, but we cannot guarantee that we will be successful.