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.

Allow enough time!
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.

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 well be available. Make sure you keep checking the announcements for updates on your options.

The Shoreline Testing Center has some openings for proctoring your test. You will have to contact them and arrange for a date and time:
FOSS (5000) Bldg. Room 5100
16101 Greenwood Ave. N.
Shoreline, WA 98133-5696
Phone: 206-546-4608
E-mail: testcenter@shoreline.edu
Fax: 206-546-6954

You can also arrange to take your test at the Math Learning Center. This is not your preferred choice, as the environment can be quite distracting at times. Check their opening times. No appointment is necessary. See www.shoreline.edu/math/ for more information. You still need to inform your instructor with enough advance time so a test can be made available for you when you go there.

Contact your instructor at least a week in advance of when you plan to take the test so your test can be waiting for you at the venue of your choice.
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. Your instructor can help you find a testing center. You will need to arrange an appointment at the testing center. Many public libraries offer this service as well.

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 Washington State 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 officer of a corporation or military unit
- US Embassy or consular officer

Contact your instructor if you need help in finding a proctor.

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.