

OREGON COAST COMMUNITY COLLEGE

Proctoring Information Form

On-line Courses

In addition to college placement testing (ASSET), GED testing services and licensing exams, the OCCC Newport Testing Center offers proctoring services for on-line courses. Proctoring is done by appointment only **and need to be made a week in advance.**

- **To begin the proctoring process for an on-line class exam, students need to:**
- Inform their instructor they have chosen OCCC for test proctoring.
- Contact the OCCC Testing Center to coordinate schedule availability and exam deadlines. Advanced planning is highly advised.
- Have their instructor mail or email the test(s) and proctoring instruction to the OCCC Testing Center.
- Emailed tests and/or proctoring instructions should be sent to Dana Gallup at: dana.gallup@oregoncoastcc.org

The proctoring instruction for an on-line exam should include:

- Instructor's name and college affiliation.
- Course Name (ie: Psy, Math) and # (ie: 101, 95)
- Exam title (#1, Midterm, Final).
- Instructor's mailing information.
- Instructor's email address.
- Return mode (ie: mail, pick up or fax).
- Day and evening phone numbers.
- Time limit for the exam.
- Deadline for taking the exam.
- Closed book/no notes - Open book/notes allowed.
- Name of student(s).

Additional Notes or
Comments _____

Dana Gallup
OCCC Testing Center
Assessment/GED Examiner
(541) 867-8505
dana.gallup@oregoncoastcc.org

Proctoring Fees:

For OCCC Students – no fee

For non OCCC students - \$20.00
per class per term.