



**College Learning Center (CLC) Testing Services  
Business and Industry Center (BIC) Room 4302**

## **Proctored Exams for Other Institutions**

### **Fee Information:**

- A \$30 fee per exam will be charged for any non-Westmoreland exams administered by CLC staff for a student from another college or university.
- Only check or money orders made payable to *Westmoreland County Community College* will be accepted.
- Payment must be received at the time of the exam.
- Acts of Academic Dishonesty will result in a forfeit of the proctoring fee and no refunds will be given. Enforcement of the Academic Dishonesty Policy will be observed by the CLC staff. Students who have been found responsible for violating the policy will not be permitted to test in the CLC for the remainder of the academic school year.
- Westmoreland reserves the right to accept or decline the request to proctor an exam, and, in the event of unforeseen circumstances, to cancel a testing session.

### **Student Procedures/Information:**

- Call the college at 724-925-4135 to request a proctored exam.
- It is then the responsibility of the student to contact his/her school and, depending on the school, provide them with the necessary information for Westmoreland to proctor the exam-for example, name/credentials of proctor, Westmoreland contact information; Westmoreland address; testing policies; or hours of operation.
- Westmoreland should receive approval from the institution at [proctor@westmoreland.edu](mailto:proctor@westmoreland.edu) including any proctor forms (if applicable).
- Once the CLC has received the exam, the student must then make an appointment to take the exam.
- Testing information can be found at [westmoreland.edu](http://westmoreland.edu), under Student Services and Make-up and Proctored Testing.
- Arrive 10-15 minutes early for your appointment.
- Bring whatever form of identification your school has specified as acceptable.
- No items are permitted within the testing room other than what has been specified on the exam.
- Coin/key release lockers are available that require a **quarter** to secure other materials or belongings.