Westmoreland County Community College  
College Learning Center (CLC) Testing Services  
Proctored Exams for Other Institutions

Fee Information:

- A $30 fee will be charged for any non-WCCC 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.
- WCCC 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 724-925-4078 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 WCCC to proctor the exam-for example, name/credentials of proctor, WCCC contact information; WCCC address; testing policies; or hours of operation.
- WCCC should receive approval from the institution at proctor@wccc.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 www.wccc.edu, under Student Services and Make-up and Proctored Testing.
- No items are permitted within the testing room other that what has been specified on the exam.
- Coin/key release lockers are available that require a quarter to secure other materials or belongings.
- Paper/pencil exams are not accepted via email and must be sent via USPS in their entirety including a return self-addressed, stamped envelope.
- WCCC will not print, assemble, collate or copy exams.
- WCCC does not fax or scan exams to the requesting college.