



Proctored Testing Non-CLCC/Non-MSVCC Students

Copiah-Lincoln Community College offers proctoring services at each campus location for students who need to take web-based or paper exams.

- \$20 non-refundable, non-transferable fee for minimum two hour time limit per exam
- Additional \$10 charge per hour after two hour time limit
- Payment required at least 24 hours in advance
- Appointments scheduled at least one week in advance
- Photo ID required
- Students **MUST** provide a stamped envelope for paper exams to be mailed via USPS.

Proctor Locations

Wesson Campus, Assessment Center	601-643-8636
Natchez Campus, Library	601-446-1107
Simpson County Center, Library	601-849-0119

Proctor approval/agreement forms should be sent to proctor via the respective campus.

Rhanda Hamilton, Wesson Campus rhanda.hamilton@colin.edu P.O. Box 649, Wesson, MS 39191

Beth Richard, Natchez Campus beth.richard@colin.edu 11 Co-Lin Circle, Natchez, MS 39120

Bryon Conville, Simpson Co. Center bryon.conville@colin.edu 151 Co-Lin Drive, Mendenhall, MS 39114

Students must complete the Application for Examination prior to scheduling an appointment.

Payment can be made via telephone or in person in the Business office.

Copy of receipt will be required in order to take exam.

Business Office Phone Numbers

Wesson 601-643-8317 or 601-643-8463

Simpson 601-849-0125

Natchez 601-446-1204



Steps for Proctored Testing

1. Complete the Application for Examination for each exam and submit to proctor at respective campus location.

Rhanda Hamilton, Wesson Campus P.O. Box 649, Wesson, MS 39191	rhanda.hamilton@colin.edu 601-643-8636
Beth Richard, Natchez Campus 11 Co-Lin Circle, Natchez, MS 39120	beth.richard@colin.edu 601-446-1107
Bryon Conville, Simpson County Center 151 Co-Lin Drive, Mendenhall, MS 39114	bryon.conville@colin.edu 601-849-0119

2. Make payment to the Business Office in person or via telephone. The cost is \$20 nonrefundable, nontransferable fee for a 2-hour test limit. Tests that are more than 2 hours will be charged an additional \$10 per hour after the 2-hour time limit. The charge will be based on the maximum amount of time allowed for the test. Example: A test that has a 1 hour limit would be charged the minimum \$20. A test that has a 5 hour limit would be charged \$50. Payment is required at least 24 hours in advance, and your receipt is required for the examination to be administered.
3. After you submit the Application, you may schedule an appointment to test with selected campus. We recommend at least a week in advance.
4. Copiah-Lincoln Community College does not pay for postage to mail tests. Students must provide a return envelope and return postage.
5. You must bring a valid photo ID to test.
6. You must follow the guidelines and policies of your institution and Copiah-Lincoln Community College.

Proctor Lab / Assessment Center Guidelines

- Student must present valid student ID.
- Cell phones and electronic devices are prohibited.
- Cheating, food, drinks, tobacco, collaborating with peers, disruptive behavior, and unauthorized material are prohibited.
- Once the exam has started, you will not be allowed to leave the testing lab.
- Backpacks, purses, briefcases, etc. must be placed in designated area.
- Children, spouses, or friends are not permitted in the lab.
- Students will be directed to an assigned computer.
- All Co-Lin proctor labs are wheelchair accessible.

*If you are a student with a disability, contact Disability Support Services at your institution.

*The testing center environment and its computers are electronically monitored/recorded. In the event you are suspected of academic misconduct, this information will be sent to the appropriate parties. Violation of rules and policies are subject to disciplinary action.



APPLICATION FOR EXAMINATION

NAME: _____ STUDENT ID#: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ ALTERNATE NUMBER: _____

EMAIL ADDRESS: _____

NAME OF INSTITUTION YOU ATTEND: _____

NAME OF INSTRUCTOR: _____

INSTRUCTOR'S EMAIL ADDRESS: _____

INSTRUCTOR'S PHONE #: _____ FAX #: _____

TITLE OF EXAM: _____

EXAM FORMAT: ONLINE PAPER/PENCIL

MAXIMUM AMOUNT OF TIME ALLOWED FOR TEST: _____

DATE REQUESTED: _____ TIME REQUESTED: _____

Does your institution need Co-Lin's test proctor to fill out any forms?

YES NO

If YES, please include the forms with this application.

****Any permitted material must be approved by your instructor.****

FOR CO-LIN USE ONLY

DATE ASSIGNED: _____ AMOUNT OWED: _____

TIME ASSIGNED: _____