



## **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**

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

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

Rhanda Hamilton, Wesson Campus [rhanda.hamilton@colin.edu](mailto:rhanda.hamilton@colin.edu) P.O. Box 649, Wesson, MS 39191

Shyviqua Brooks, Natchez Campus [shyviqua.brooks@colin.edu](mailto:shyviqua.brooks@colin.edu) 11 Co-Lin Circle, Natchez, MS 39120

Elizabeth Wells, Simpson Co. Center [elizabeth.wells@colin.edu](mailto:elizabeth.wells@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](mailto:rhanda.hamilton@colin.edu)  
601-643-8636

Shyviqua Brooks, Natchez Campus  
11 Co-Lin Circle, Natchez, MS 39120

[shyviqua.brooks@colin.edu](mailto:shyviqua.brooks@colin.edu)  
601-446-1107

Elizabeth Wells, Simpson County Center  
151 Co-Lin Drive, Mendenhall, MS 39114

[elizabeth.wells@colin.edu](mailto:elizabeth.wells@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: \_\_\_\_\_