

# PROCTORED EXAM TESTING INFORMATION

## To Schedule a Proctored Exam From Another College:

1. Confirm your intention to test at the Cisco College Testing Center with your course instructor and provide them with the "Faculty Information Form for Other Colleges." Students should contact the Cisco College Testing Center for the Faculty Form and information.

Have your instructor email the form and exam to the Cisco College Testing Center at [testing@cisco.edu](mailto:testing@cisco.edu). **The Faculty Form and test must come to the Testing Center directly from the instructor of the university/college through which the class is being taken.** The Testing Center must receive the Cisco College Testing Center Faculty Information - Proctored Exam Form with the exam before scheduling is permitted.

\*Because the Testing Center cannot guarantee availability on specific dates, your instructor should provide a date range of at least 5 business days during which the test may be proctored.

\*The Testing Center will adhere strictly to the open and close dates and all other information indicated on the Faculty Information Form.

\*If your instructor requires that an additional proctor form be signed, it is your responsibility to obtain this form from the instructor and provide it to the Testing Center.

2. Email the Testing Center to confirm that your test has been received and to schedule an appointment time to take your exam.

**\*Specify whether you are testing at the Cisco campus in Cisco, TX or the Abilene campus in Abilene, TX.**

\*Same day and next day testing are not always available, so testers should contact the Testing Center three to five business days before the requested test date to schedule their exam.

\*You must schedule for the full amount of time allowed for the exam even if you do not think you will need the entire time.

\*The Testing Center is able to schedule up to two weeks in advance. If you are taking more than one test during a semester, you will need to contact the Testing Center up to two weeks prior to each exam to schedule a test date.

3. The cost per proctored exam is \$20. Payment information will be sent when you schedule your exam.

## Important Information about Proctored Testing for Other Colleges:

- Cisco College can only accommodate online tests which utilize hardware and software currently provided by the Testing Center. Please check with the Testing Center before scheduling if you feel your test may require specialized hardware, software or lockdown browsers. If your instructor allows the use of a personal computer that contains required software/lockdown browsers, the instructor must indicate this permission on the Testing Center Proctored Exam Form.

- **Testers must present a current and valid photo ID at the time of testing.** Acceptable forms of photo ID are: driver's license, State-approved or federal ID, military ID, college ID, high school ID, middle school ID, passport, tribal ID, naturalization card or certificate of citizenship.
- Only testers and Cisco College personnel are allowed in the Testing Center.
- No food, beverages or tobacco products are allowed in the Testing Center.
- Personal items, including backpacks and electronic devices such as watches and cell phones, are not allowed in the Testing Center.
- Only those course materials that are marked on the Cisco College Faculty Information-Proctored Exam Form will be allowed at the time of testing. The use of a cell phone as a calculator is not permitted.
- The Testing Center does not furnish calculators and scantrons.
- By testing at either campus of Cisco College, testers are agreeing to abide by the Cisco College Testing Center policies, Guidelines, and Online Course Testing Information. For complete information concerning policies, see the [Cisco College Testing Center Policy Manual](#) on the Cisco College website ([www.cisco.edu](http://www.cisco.edu)) under Counseling and Testing.