

## FAU Student Guidance

### Testing at a Non-FAU Testing Center

If you are not able to test at any of the three FAU campuses, you may obtain an approved proctored test center for your exams. Let your instructor know if you intend to test at a non-FAU test center early in the semester. *Start the process below **at least two weeks** before your planned test date. (Earlier is better.)*

#### Arranging to Test at a Non-FAU Test Center

##### Step 1

Email the Coordinator for eLearning Testing ([kbishopmora@fau.edu](mailto:kbishopmora@fau.edu)) to request the "Proctor Acceptance Form". *Include your name, the instructor's name, course number, and exam name in your email.*

##### Step 2

You have two options.

1. Go to the NCTA Consortium of College Testing Centers web site (<http://www.ncta-testing.org/cctc/>). Click on the hyperlink "Click here to find a consortium participant" for a choice of 322 testing sites. Test centers are listed by city within each state.
2. Go to the Florida Virtual Campus website list of participating college testing centers (<http://testingcenter.flvc.org/>). Centers are listed by location and by college.

Then, contact a test center to make sure the staff can proctor your exam (for example, not all test centers have the Respondus LockDown Browser loaded, if that is what is needed for your exam).

*Do not* schedule your exam at this time: wait until the eLearning Testing Coordinator in the FAU Testing and Evaluations emails you that the center is approved.

**NOTE:** Non-FAU test centers charge a fee for using their facilities. Fees and hours are listed on the websites.

##### Step 3

Once you have received the form, fill it in using the *exact same spelling of your name* as is on your signed picture ID. (If your registration name and ID do not match, or your ID has expired, you will not be able to test.) Then give it to the testing center for the proctor to complete and sign. Finally, send the form back to the eLearning Testing coordinator ([kbishopmora@fau.edu](mailto:kbishopmora@fau.edu)).

**NOTE:** Contact the office (561.297.3160) if you do not get a reply within 48 hours.

##### Step 4

The eLearning Testing Coordinator will contact your test center, and let you know that your request is approved and that the testing center is ready to proctor your exam. You may then make your appointment, find out which of the materials (that your instructor is allowing you to use during your exam) will be provided by the center, and pay the center's fees.

**NOTE:** You will need to bring, as a minimum, a valid picture ID with your signature and proof of fees payment to the test center: NO EXCEPTIONS. There may be other test center specific requirements as well.