

SPRING 2020 Exam Proctoring Policy & Schedule

Academic Support at Carteret Community College (CCC) provides proctoring services for students taking courses at other colleges and universities. Proctoring is a service to the community, and there is a **\$20 charge for each proctored exam**.

Availability: *(Subject to change due to College calendar. Proctored exams cancelled if the college unexpectedly closes for any reason, including but not limited to inclement weather.)*

January 27 – April 27 - Proctoring except the following dates:

March 3 - 6 (Spring Break)
April 10-13 (Easter Holidays)

Available Proctoring days and times of the week:

DAY	Available Times
MONDAY and WEDNESDAY	Between 1:00 pm and 4:00 pm
TUESDAY and THURSDAY	Between 9:00 am and 4:00 pm
FRIDAY	Between 10:00 am and 2:00 pm

(The Academic Support office closes at 5:00 pm Monday through Thursday and 3:30 pm on Friday.)

Procedures:

The process continues as follows once the initial inquiry regarding proctoring services made and an e-mail address provided:

In order to establish CCC as an approved proctoring site, the proctor sends an e-mail to either the student or the student's institution. This usually includes the name of the college and the proctor's title and contact information. Please request any specific software needs well in advance of the test date.

The student is responsible for contacting his or her institution to ensure the proctor is approved and the exam/password will be sent.

The student contacts CCC to make an appointment. Please call (252) 222-6218 or e-mail academicsupport@carteret.edu.

****Check with Academic Support *before* the day of the exam to confirm the exam/password received.**

Location and Test Day:

Academic Support is located in the McGee Building (directly across from the hospital, three flags out front), Room 102.

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