



NWACC
Learning For Living

TESTING SERVICES

Guidelines for Off-Campus Testing Centers

Thank you for agreeing to proctor an examination for Northwest Arkansas Community College. Your assistance in adhering to the following guidelines is greatly appreciated.

- It is the responsibility of the student to confirm that you have received these testing materials and to obtain your scheduling or walk-in guidelines.
- Students must present an official photo ID prior to testing.
- All exams are administered in one sitting.
- Online passwords are noted below and must be entered by you, or your designated agent.
- The attached Exam Coversheet must be reviewed with the student prior to testing.
- Please document the testing date, times, comments, and signatures on the coversheet.
- You, or your designated agent, are requested to return the completed exam by a traceable carrier (FedEx, UPS, DHL, etc.), addressed to my attention, no later than two workdays following the testing deadline that is noted on the attached coversheet.
- Students may provide a self-addressed stamped envelope (SASE) to be enclosed with the completed exam, if the attached coversheet indicates that option for graded exams.
- All fees are the responsibility of the student.

Thank you so much for your assistance. Please feel free to contact me or the instructor if additional clarification is required.

Shannon Siebler, B.S.E.
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Proctor Password: