



Proctoring Services Request at Northwest Arkansas Community College

- I request to take exams for another institution at the NWACC Testing Center.
- I understand and agree that it is my responsibility to request that my college/university send my tests/passwords to the NWACC Testing Center.
- I understand and agree that I will contact the NWACC Testing Center at least one week in advance to schedule an appointment for my proctored exam.
- I understand that proctored exams are typically offered Mon-Thurs from 8:30-5 and that proctored exams are never offered on Fridays.
- I understand and agree that I must bring a valid photo id and pay the \$25 proctor fee the day I come to test.
- I understand that computer-administered tests may have technical difficulties beyond the control of Testing Center staff.
- All paper exams are returned via certified mail-If you need overnight service you will need to bring your own package with a prepaid label.
- I understand and agree to abide by NWACC Testing Center Rules and Academic Integrity Policy.
- I agree to notify the Testing Center if I am unable to make my appointment.

Please sign and return to:

ATTN: Testing Center, NWACC

1 College Dr. Bentonville AR 72712

Or FAX to: 479-619-2223 or E-mail to: assessment@nwacc.edu

Student Name: _____

Institution: _____

Phone Number: _____

E-mail: _____

Course: _____

Instructor: _____

Requested Appointment Date and Time: _____

Student Signature: _____