

University of West Florida Proctored Exam Instructions

The University of West Florida offers proctored examination services for students attending other institutions, UWF students, and licensure or certificate exams (on a case by case basis). The following types of exams are permitted:

1. Standard paper based classroom style exams (without verbal directions to be read aloud by a proctor or several individually timed sections)
2. Online examinations through the online classroom of the institution or a website for a company

Examination conditions that do not meet the conditions above must be approved by the Office Administrator or Director of the Testing Center prior to scheduling an appointment. When you call or email, be sure you have all of the relevant information regarding the format and conditions of the exam.

We will generally **not** administer exams under the following conditions:

1. Computer based examinations that require us to download any software or update any versions of programs on our computers. In these situations, your instructor can choose to send a paper version of the test for us to administer.
2. Tests with listening sections **not** provided through the computer (i.e. CD or tape players) or tests with speaking sections.

Returning exams: We can return paper based exams via fax or mail. The student is responsible for providing postage paid return envelope, if this has not been provided by your instructor. Be sure to provide enough postage and an envelope large enough to accommodate the exam, such as a postage paid priority envelope. Online exams are automatically uploaded at the conclusion of your test. Exams returned via campus mail do not require postage.

Requesting to have an exam proctored: You must contact the testing center for approval to proctor your exam. You will provide the following contact information to your instructor or institution:

University of West Florida, Testing Center 21/120, 11000 University Pkwy., Pensacola, FL 32514

Proctor: Cecilia Vance or Greg Dziadon

Phone (850) 473-7340 Fax (850) 473-7341

Email: testing@uwf.edu.

If your instructor approves the use of our testing center, you must contact us to schedule an appointment. Our hours are **Mondays, Wednesdays, and Fridays 9:30 a.m. – 4:30 p.m. and Tuesdays and Thursdays 12:30 p.m. – 4:30 p.m.** All exams must be finished by 4:30 p.m. We may be able to accommodate outside of these times and days if, due to volume, we are unable to accommodate you during normal hours. However, this is on a case by case basis. If demand increases, we may permanently open hours for evenings and Saturdays. We will not contact your institution or instructor to request the exam or specific instructions. It is the student's responsibility to make all arrangements with their home institution or instructor to have the examination materials and instructions sent in advance and to schedule the appointment with our testing office.

It is the student's responsibility to contact us to confirm that we have received the exam prior to the day of the appointment.

The test fee is **\$25.00** per test. **THIS TEST FEE IS NON-REFUNDABLE!!!**

Make payment via MasterCard, VISA, American Express, cash, check or money order made payable to The University of West Florida. Submit this form with payment to the Cashier's Office either in person or via mail at the following address:

University of West Florida
Cashier's Office, Building 20E
11000 University Pkwy.
Pensacola, FL 32514

NOTE! We require at least 24 hours notice to schedule or reschedule an appointment.

Name: _____
Last First M.I.

Phone #: _____ Email: _____

Cashier, DEPOSIT TO: **1002-026-31 Obj. code 004000 University Testing Auxiliary**