

Guidelines for Testing Off-Campus

Oakton's Proctoring Requirements

Off-campus testing is available for distance learning (online learning) students who cannot come to Oakton for free in-person testing. However, any costs for off-campus test proctoring services are the responsibility of the student.

For course placement testing, such as those required for math, English and reading placement, please contact the Oakton Online Learning (Alternative Education) office directly at **phone: 847-635-1970** or **email: alt-ed@oakton.edu**.

If you plan to take tests for your online course somewhere other than one of Oakton's testing facilities, please:

1. Find an approved testing center that is convenient for you:

Identify a testing center at your own or a nearby community college, university or private college willing to assist. The following link may assist you in locating schools on record as providing test proctoring services: <http://www.ncta-testing.org/interactive-map>

2. Confirm that your chosen testing center will be available and that you are able to schedule an appointment for your required test dates. If special equipment is necessary to take the test, be sure it is available at the testing site you have chosen.

3. If you are unable to locate a physical proctoring service, you MAY be able to utilize Oakton's virtual proctoring service, ProctorU, if your instructor approves. For this virtual proctoring service, you will need to use a computer with webcam and microphone (standard on most laptop computers).

Note: **ALL out-of-country students are required to use ProctorU.**

4. Submit an Off-Campus Testing Request form once for each course, each term. To complete this form, you will need to obtain a contact name, phone number and email address of a contact person at your chosen proctoring site. Oakton will use this contact information to deliver your test and/or testing instructions directly to the testing site. [The Proctoring Request Form](#) can be found by going to Oakton's home page, www.oakton.edu, and clicking on "Online Learning" in the menu on the left of the page. Scroll down to the paragraph "On-campus testing for online classes." Note: If ProctorU is selected, no other proctor information is required. Our office will send students an email with information on how to use this service. Unless you receive an error message, your request form has been received once you click "Submit." We will then alert you once testing information has been sent to your proctor.

5. Bring (2) Photo IDs to each exam. Off-campus proctors are required to confirm your identity.

6. Contact the Alternative Education office for additional assistance, to answer any further questions or concerns, and/or if you have not received an email confirmation by two days prior to each exam: Phone: 847-635-1970, email: alt-ed@oakton.edu

What to expect from your proctoring site:

1. Confirmation of student identity with photo IDs.
2. Enforcement of testing requirements per faculty instructions, to best of ability.
3. Recording of test dates and times.
4. Entering the secret passcode provided by Oakton in order for you to access the online exam. (These online exams are submitted within the course software.)
5. If paper/pencil exams are utilized, or scratch paper is to be submitted, scanning and returning via email attachment (or FAX: 8447-635-1764) directly to your instructor at Oakton immediately upon completion unless prior authorization is given for a delay. Any unauthorized delays endanger acceptance of the test results for the student.
6. Retaining a copy of the completed exam (when appropriate) until confirmation of satisfactory receipt.

NOTE: In the event of difficulties at the time of the exam, beyond the control of the student and/or proctor, notify the instructor ASAP. The instructor will determine next steps. The Online Learning Department reserves the right to reject a proctor at any time if there is reasonable doubt that the proctor will comply with Oakton testing guidelines.