

# Proctoring of Tests

## MTCC Students

Instructors may require students to take tests in the ARC. If a student is asked to go to the ARC and take a test, then the student can go to the ARC anytime during the hours of operation. It is recommended that a student allow at least one hour to take a test, so a student should arrive at the ARC at least one hour before closing time. Before taking a test, the student must show a photo ID.(preferably an MTCC student ID) and sign an agreement form that states that the student will follow the academic code of honor. The student should bring materials that are allowed on the test with them. If a student is taking math tests, the student should bring a calculator. Scrap paper will be provided. The use of phones is not permitted during testing. Once a written examination has been completed, the ARC personnel will take the test and give it to the proper. Instructor. There is no charge for this service.

## Other Students

Students who need tests proctored for other schools or organizations should contact Sherry Wimsatt (828-652-0653 or [srwimsatt64@go.mcdowelltech.edu](mailto:srwimsatt64@go.mcdowelltech.edu)). Ms. Wimsatt is a registered proctor through the UNC college system. Ms. Wimsatt will work with the student and instructor to schedule

a time to take the test. The student should go to the ARC at the appointed time. Upon arrival, the student will be asked to show a picture ID and sign an agreement form that states that the student will follow the MTCC academic code of honor. The student should bring materials that are allowed on the test with them. Scrap paper will be provided. The use of cell phones is not permitted during testing. Once the test has been completed, Ms. Wimsatt will ensure that the test is sent to the proper instructor.