Guidelines for Testing Off-Campus
Oakton's Proctoring Requirements

Off-campus testing is available for 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.

Placement Test Preparation Information:

Go to Oakton's home page, www.oakton.edu, and click on the "Student Services" tab (Top Menu). Next, select the "Testing Services" option (Left Menu). Finally, select "New Students" option. Review descriptions of each exam and explore links to preparation information. Placement tests can be taken at either campus. Check the placement Test Schedule page for more information.

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

1. **Research and find an approved testing center that is convenient for you:**
   Identify a testing center at your own or nearby community college, university or private college willing to assist with test proctoring. The following link is an optional resource for locating schools on record as providing test proctoring services: http://www.ncta-testing.org/interactive-map. Note: The National College Testing Association does NOT list every viable option available.
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. **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 the proctor 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. Complete and submit The Proctoring Request Form. The 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. On the left of the page under Online Learning, click on "Testing Information". Note: Your instructor has to approve the online proctoring. If "Online Proctoring" 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.
4. **Bring (2) Photo IDs to each exam**. Off-campus proctors are required to confirm your identity.
5. **If you are unable to locate a physical proctoring service, you MAY be able to utilize Oakton's online proctoring services, if your instructor approves.** For this online proctoring service, you will need to use a computer with webcam and microphone (standard on most laptop computers).
6. Contact the Online Learning office for additional assistance and/or if you have not received an email confirmation 2 days prior to each exam: **Phone: 847-635-1970 or 847-635-1971, email: onlinelearning@oakton**

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.