

## Off-Campus Testing for Oakton Distance Learners

Off-campus testing is available for distance 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, contact Oakton's Alternative Education office directly at 847.635.1970 or [alt-ed@oakton.edu](mailto:alt-ed@oakton.edu).

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

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

Identify a testing center at a nearby community college, university or private college willing to assist. Or, use Oakton's online virtual proctoring service, ProctorU. For this virtual proctoring service, you will need to use a computer with webcam and microphone (standard on most laptop computers).

***NOTE:** We do not accept other proctors such as libraries or college professors, etc. Also, **ALL out-of-country students are required to use ProctorU.** Alternative Education reserves the right to reject a proctor at any time if there is reasonable doubt that the proctor will comply with Oakton testing guidelines.*

- 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 must 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 **form** can be found by going to Oakton's home page, [www.oakton.edu](http://www.oakton.edu), and clicking on "Online Learning" in the menu on the left of the page. Scroll down to the paragraph on "Testing." *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.
- 4. Bring Photo ID to each exam.** Off-campus proctors are required to confirm your identity.
- 5. Contact the Alternative Education office for additional assistance, 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](mailto:alt-ed@oakton.edu)

### **What to expect from your proctoring site:**

- Confirmation of student identity with photo ID.
- Enforcement of testing requirements per faculty instructions, to best of ability.
- Recording of test dates and times.
- 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.)
- If paper/pencil exams are utilized, or scratch paper is to be submitted, scanning and returning via email attachment (or FAX: 847-635-1764) 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.
- Retaining a copy of the completed exam (when appropriate) until confirmation of satisfactory receipt.

*NOTE: At the time of the exam, if there are difficulties beyond the control of the student and/or proctor, notify the instructor immediately. The instructor will determine next steps.*