3rd PARTY TESTING

APPOINTMENT REQUIRED

TCTC Testing Center offers proctoring services for other institutions for a fee of $30 per test. In order to use our center, you must first contact your instructor to see if any proctoring documentation is needed. If so, you may complete the required forms using the following information:

Proctor: Carol Watts (or her assigned proctor)
Title: Director, Testing Center
Institution: Tri-County Technical College
Address: 7900 Hwy 76, Pendleton SC 29670
Phone: 864-646-1300
Email: testing@tctc.edu

After confirming with your school that we are an approved proctor, please have your instructor or testing center provide the following information to us via email:

Instructor's Name:
Contact Number/Email:
Course Title:
Length of time allowed for testing:
Dates students are allowed to test: Starting Date: Ending Date:
Instructions for returning all printed test materials:

- ❒ Students may write on the test
- ❒ Students may use a calculator
- ❒ Students may use scratch paper
- ❒ Students may use a formula sheet
- ❒ Other:
- ❒ Students may use notes
- ❒ Students may use dictionary
- ❒ Students may use textbook
- ❒ Students may use references

A government issued Photo ID is required for all testing. Students should arrive early enough to allow adequate time to complete testing prior to the Testing Center closing time. If you currently receive testing accommodations through your school, your instructor must indicate the required accommodations in the testing instructions. TCTC may not be able to provide all accommodations required for 3rd party testing. No 3rd party exams will be administered during TCTC finals week.

Testing Center Location and Hours of Operation
Ruby Hicks Hall room 170
Monday - Wednesday
8:00 a.m. until 5:00 p.m.
Thursday
9:30 a.m. until 5:00 p.m.

Once the student confirms that we have received the above information, an appointment for a Proctored Exam must be scheduled at tctc.edu/testing. We do not allow use of a student's personal computer. If software is required that cannot be downloaded onto our system at no charge, we cannot proctor the test. A refund will be issued if the student has already paid the testing fee.