



Western Nevada College – Web Test Centers

REQUEST FOR EXAM PROCTORING

Must submit (3) days before test start date

COURSE INFORMATION			
INSTRUCTOR:		CLASS:	
TODAY'S DATE:		CONTACT INFO: (Phone & Email)	
EXAM START DATE/TIME:		EXAM END DATE/TIME:	

Copy of class roster is required with EACH Request for Exam Proctoring form remitted

	YES	NO
TRADITIONAL WRITTEN EXAM		
COMPUTER EXAM		
<i>Login / Password Information</i>		
TITLE OF EXAM (i.e., Chapter 7; Midterm, FINAL, etc.)		
TIME LIMIT		
<i>Total time allowed:</i>		
OPEN BOOK		
SUPPLEMENTAL MATERIAL ALLOWED <u>Please circle or specify</u> Notes (size & type, etc.) Calculator, Flash Drive (USB stick), CD, Lab Equipment or Binder, Maps, Ruler, Globe, etc.		
Completed written tests will be – <u>Please circle one of the choices below:</u> <ul style="list-style-type: none">Picked up by Instructor (<u>during normal lab hours only</u>) at: <u>Carson</u> OR <u>Fallon</u> OR <u>Douglas</u>Returned completed test via interoffice/campus mail <u>OR</u> by US Mail (<u>Please provide campus location or mailing address</u>)		
TEST FOR ENTIRE CLASS? <i>If for individual student(s) list name(s) below:</i>		



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WNC Web Test Centers assist ALL WNC faculty with exam proctoring services

1. WNC faculty need to complete Request for Exam Proctor form (either online or paper) and submit **(3) business days before the scheduled exam start date** by email to all staff / test centers listed below:
 - a. Angela Viera/Fallon Campus Support Specialist email: Angela.Viera@wnc.edu
 - b. Fallon Web Test Center email: WNCWebTest-Fallon@wnc.edu
 - c. Georgia White/ Carson Campus email: Georgia.White@wnc.edu
 - d. Carson Web Test Center email: WNCWebTest-Carson@wnc.edu
 - e. Douglas Web Test Center email: WNCWebTest-Douglas@wnc.edu
 - f. Jean Way/ Douglas Campus email: Jean.Way@wnc.edu

WNC Test Proctors have access to all written exams and install required computer passwords at all WNC Web Test Centers. Computer passwords are secure. **A copy of your class roster is required with EACH Request for Exam Proctoring form remitted.** Current class rosters assist WNC Web Test Proctors with student enrollment and photo ID verification.

2. **All students must present valid photo ID before testing. All computer exams require students to key in their own ten digit myWNC student ID number to access your scheduled exam.** Students must leave all backpacks, purses, books, cell phones, electronic devices AND any unapproved supplementary materials at a designated area at all WNC Web Test Centers. **No food or drinks are allowed while testing. Disruptive students will be asked to leave or removed by campus security.** Faculty will be notified by WNC Test Proctor on duty by email regarding reason for removal.
3. Faculty can pick up completed written tests during normal lab hours OR will be returned according to written instructions listed on the Request for Exam Proctoring form.
4. Faculty and students can obtain a current copy of the WNC Web Test Center schedule at: www.wnc.edu under “Quick Links” under **WNC Online (E-Learning)** under **Student Resources/Technology Resources/Web Testing Center Schedule**. This schedule is updated each semester and lists all Web Test Centers(Carson/Douglas/Fallon) operating hours and contact information.
5. Request for Exam Proctoring forms and a copy of the current semester WNC Web Test Center Schedule is located on the WNC WestNET under **Information /Web Campus/Files and Forms**. To access WestNET - use your NSHE (myWNC) ten digit number. Access to WestNET is password protected. For assistance to access WestNET – please contact your department Administrative Assistant.

Carson campus – test appointments are required. Student test appointments will not be processed until a Request for Exam Proctoring form is on file. Students need to schedule a test appointments PRIOR to the date that they want to take an exam. Testing is available ONLY during hours of operation. Students may contact the Carson Web Test Center by phone at: **775-445-3335** or by email: WNCWebTest-Carson@wnc.edu

Fallon and Douglas campuses – “walk-in” appointments only – no test appointment required.
Seating is limited at these WNC Test Centers. FIRST COME – FIRST SERVICE
Advise students to arrive early. Testing is available ONLY during hours of operation.

WNC Web Faculty are responsible for verifying and providing exam instructions to any out of state OR out of service area “test proctor” assisting your WEB student that is unable to come to the Carson, Douglas, or Fallon campuses for test proctoring assistance.