

Proctored Exam Information for students enrolled in Online Courses

Where would you like to take your exam? If you want to test in Somerset or London, you do not need a specific appointment; you can come in anytime during the hours we are open for testing. Testing hours are Monday- Friday 8:30-3:00 EST. **You will need to know how much time you are allotted for the exam and come early enough to complete and submit the exam at least 30 minutes before we close at 4:30 p.m. EST.** Proctored Exams are administered on a first come first serve basis. Please note that when the College is closed the Assessment Center is also closed. Some instructors require that you report to them a specific time/day. Go ahead and decide what day/time is convenient for you during our testing hours/day and inform your instructor. We do not make specific appointments due to students often needing to reschedule.

A photo ID is required for testing and you must know your instructor's name. Children are not permitted in the testing center.

You will need to inform your Instructor/College that you want to schedule the exam at Somerset Community College. Your instructor will need to post the Proctor information on the Point, a secure proctor site for KCTCS.

For non-KCTCS courses, we have a Proctored Exam fee of \$25 for one exam, \$18 each for two exams, or \$15 each for three or more exams. In order to take advantage of the discounted price of multiple exams, you must pay the full amount on the first day of testing.

Directions to the SCC Assessment Center in Somerset: Turn from HWY 27 at Stop Light #15. Continue straight through the four way stop, this is the Monticello Street and Ford Drive intersection. Continue straight on Ford Drive. Please park in the first parking lot on the right (Meece Strunk Lot). The Assessment Center is located in the Harold D. Strunk Learning Resources Building (The Learning Commons); this is the first building on the right side of the campus.

Directions to the SCC Assessment Center in London: Exit 38 turn west on HWY 192 turn left at light 10 turn left go to the number one building on top off the hill then come in room 155.

From Somerset stay on West 80 till it turns into Hall Roger Parkway turn right at the last light which would be HWY 192 the second red light turn right go to the number one building come in to room 155

If coming from north bound get off at exit 41 turn left on W80 it turns into Hall Roger Parkway go to last red light turn right on HWY 192 go to second red light turn right go to the number one building come in room 155