

DISTANCE EDUCATION

Testing Services Bldg 2, First Floor, 503.399.6556
Revised January 2014

To: Instructor / Professor / Institution
From: Linda Abundis, Assessment Coordinator, Testing Services

RE: Proctoring Services at CHEMEKETA COMMUNITY COLLEGE -SALEM CAMPUS

I am the Assessment Coordinator for the Testing Center under Counseling and Career Services at CHEMEKETA COMMUNITY COLLEGE. I have a staff of proctors who administer various tests to our students, as well as distance education and/or online students. Our hours vary and we try to accommodate examinees whenever possible.

It is the student's responsibility to contact our office to set up an appointment for testing. Students will call 503.399.6556 or email testing@chemeketa.edu.

Chemeketa Community College charges a \$25 per test fee for any distance education exam. The fee is paid on the day of testing.

All tests can be: mailed / faxed / emailed to me at the following:

Linda Abundis
Assessment Coordinator
Testing Center Bldg. 2
Chemeketa Community College
4000 Lancaster Dr., NE
Salem, Oregon 97309-7070

Phone: 503.399.6552
FAX: 503.399.4950
Email: testing@chemeketa.edu
Testing Assistant: 503-399-6553

Please include mailing procedures and test administration directions:

Start Date		END DATE			
Notes <input type="checkbox"/> <input type="checkbox"/> (turned in with the test)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Dictionary	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Open books <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Scratch Paper (turned in with the test)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Calculator <input type="checkbox"/> <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Restroom Breaks	Yes <input type="checkbox"/>	No <input type="checkbox"/>

STUDENT RESPONSIBILITIES

Information Sheet: Procedures and Responsibilities

*CHEMEKETA COMMUNITY COLLEGE
provides proctoring services in the Testing Center, Bldg. 2 Main Floor*

There is a \$25 per exam fee for using our services. This fee can be paid at the time of testing either by exact cash or check made payable to Chemeketa Community College.

Your exam(s) will either be mailed/faxed/mailed to our center for proctoring. All of the information you will need to give your instructor / school is on the other side of this sheet.

It is the student's responsibility to schedule appointments. You will need to call 503.399.6556 or email us at testing@chemeketa.edu. Please include your phone number in your email message. Our office hours are Monday through Friday 8 am to 5:00 pm. Our testing center has a varied schedule covering days, evenings.

Weekly Schedule:	Monday	9 am to 4 pm
	Tuesday	9 am to 4 pm
	Wednesday	9 am to 8 pm
	Thursday	9 am to 8 pm
	Friday	9 am to 4 pm