

## **PROCEDURE FOR OBTAINING A TEST PROCTOR**

### **For Thomas Edison State College:**

You must turn in your paperwork to Thomas Edison with the following information as proctor:

Melissa Wright

Assistant Director, Testing & Tutoring

Cumberland County College

PO Box 1500, Vineland, NJ 08362-1500

856-691-8600 X326 ---- [mwright@cccnj.edu](mailto:mwright@cccnj.edu)

Fax: 856-691-6483

**Melissa's signature is not required for TESC.**

### **For all other colleges:**

See Melissa to sign your paperwork or, if you will take your exam online, contact your college with the above proctor information.

### **All distance education exams are proctored:**

**Mondays from 2 pm to 7 pm**

**Fridays from 9 am to 2 pm**

**Please call several days prior to testing to confirm that your test has arrived or that the Assistant Director has been contacted by email in order to access your exam online.**

### **On the day of the test:**

You must pay a \$25 assessment fee to the Bursar's Office, located in the same building, and then take your receipt to the test session.

**Assessment fees are not refundable.**