Guidelines for Distance Testing
Students

Please review the following guidelines before scheduling your test.

Proctor Services
Our Testing Center provides <u>limited</u> distance course testing for Non-Valencia students on an appointment-basis (no walk-ins accepted). There is a $25 proctor fee, which must be paid when the student completes their registration. Please note, exam requests for local institutions such as University of Central Florida, Rollins College, and Seminole State College will NOT be accepted.

Before an Exam
It is your responsibility to communicate and coordinate with your instructor the desire to take an exam at the Valencia College Testing and Assessment Center. Your professor must send exam materials directly to Valencia College using the Proctor Request Form. It is your responsibility to communicate with your instructor the date and time of your scheduled exam.

ID Policy
Students must bring physical valid form of photo identification. Pictures of IDs or electronic IDs will not be accepted. Acceptable forms of ID's include:
1. A student ID
2. A current driver's license
3. A current state or federal ID card (such as a Green Card)
4. A current passport

Personal Items
Personal Items will not be permitted in the Testing Center. NO large bags or purses allowed.

*Please note, student use of personal computers is not permitted in the Testing Center lab.

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Exam Time Limits
Allotted time must not exceed 8 hours. Unlimited time on exams is **not** permitted as our Testing Center is appointment-based. Please arrive on time to your appointment or you may be asked to reschedule.

Academic Dishonesty
A student found cheating will be asked to stop their exam, sign out, and contact their instructor. Proctors will send an incident report to the instructor to include all evidence (screenshots, notes, etc.).

For directions to the Winter Park Campus: Click Here
For directions to the Testing Center: Click Here

For questions,
Call: **407-582-6086** or
Email: **wpc-testingcenter@valenciacollege.edu**

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