In addition to college placement testing (ASSET), GED testing services and licensing exams, the OCCC Newport Testing Center offers proctoring services for on-line courses. Proctoring is done by appointment only and need to be made a week in advance.

- To begin the proctoring process for an on-line class exam, students need to:
  - Inform their instructor they have chosen OCCC for test proctoring.
  - Contact the OCCC Testing Center to coordinate schedule availability and exam deadlines. Advanced planning is highly advised.
  - Have their instructor mail or email the test(s) and proctoring instruction to the OCCC Testing Center.
  - Emailed tests and/or proctoring instructions should be sent to Dana Gallup at:
    dana.gallup@oregoncoastcc.org

The proctoring instruction for an on-line exam should include:

- Instructor’s name and college affiliation.
- Course Name (ie: Psy, Math) and # (ie: 101, 95)
- Exam title (#1, Midterm, Final).
- Instructor’s mailing information.
- Instructor’s email address.
- Return mode (ie: mail, pick up or fax ).
- Day and evening phone numbers.
- Time limit for the exam.
- Deadline for taking the exam.
- Name of student(s).

Additional Notes or Comments

Dana Gallup
OCCC Testing Center
Assessment/GED Examiner
(541) 867-8505
dana.gallup@oregoncoastcc.org

Proctoring Fees:

For OCCC Students – no fee
For non OCCC students - $20.00 per class per term.