UWF Testing Center Proctored Exam (Non-UWF) Instructions

The UWF Testing Center offers proctored examination services for students attending other institutions, and licensure or certificate exams (on a case by case basis). The following types of exams are permitted:

1. Standard paper based classroom style exams (without verbal directions to be read aloud by a proctor or several individually timed sections)
2. Online examinations through the online classroom of the home institution or a website for a company

Examination conditions that do not meet the above must be approved by the Office Administrator or Director of the Testing Center prior to scheduling an appointment. When you call or email, be sure you have all of the relevant information regarding the format and conditions of the exam.

We will generally not administer exams under the following conditions:

1. Computer based examinations that require us to download any software or update any versions of programs on our computers. In these situations, your instructor can choose to send a paper version of the test for us to administer.
2. Tests with listening sections not provided through the computer (i.e. CD or tape players) or tests with speaking sections.

Returning exams: We can return paper based exams via email, fax or mail. If instructor or institution requires exams to be returned by mail, the student is responsible for providing postage paid return envelope, if this has not been provided by your instructor. Be sure to provide enough postage and an envelope large enough to accommodate the exam, such as a postage paid priority envelope. Online exams are automatically uploaded at the conclusion of your test.

Requesting to have an exam proctored: You must contact the testing center for approval to proctor your exam. You will provide the following contact information to your instructor or institution:

- University of West Florida, Testing Center 21/120
- 11000 University Pkwy. Pensacola, FL 32514
- Phone (850) 473-7340 Fax (850) 473-7341
- Email: testing@uwf.edu

If your instructor approves the use of our testing center, you must contact us to schedule an appointment. Our hours are Monday, Tuesday, Wednesday, and Friday 9:30 a.m. – 4:30 p.m. and Thursdays 10:00 a.m. – 4:30 p.m. All exams must be finished by 4:30 p.m. We will not contact your institution or instructor to request the exam or specific instructions. It is the student’s responsibility to make all arrangements with their home institution or instructor to have the examination materials and instructions sent in advance and to schedule the appointment with our testing office.

The test fee is $30.00 per test (up to 3 hour time limit) and $10 each additional hour scheduled. **THIS TEST FEE IS NON-REFUNDABLE!!!**

**UWF COURSES PROCTORED ON CAMPUS – NO CHARGE**

Make payment via cash, check or money order made payable to The University of West Florida (credit and/or debit cards are no longer accepted). Submit payment to the Cashier’s Office either in person or via mail at the following address:

- University of West Florida
- Cashier's Office, Building 20E
- 11000 University Pkwy.
- Pensacola, FL 32514

NOTE! We require at least 24 hours notice to schedule or reschedule an appointment.

The test fee is $30.00 per test (up to 3 hour time limit) and $10 each additional hour scheduled.