

Testing Center Proctor Guidelines for non-Walsh Exams

Non-Walsh Instructor Responsibilities

1. The instructor completes the [Walsh College Test Procedures and Routing form](#) (this can also be found on the Non-Walsh webpage <https://www.walshcollege.edu/testingcenter-nonwalsh>) and submits it with all required testing information and instructions to the Testing Center at testingcenter@walshcollege.edu.
2. Upon receipt of the Test Procedures and Routing form, the Testing Center will send a confirmation to the instructor.
3. The instructor will submit the exam to the Testing Center and include any required materials such as answer sheet, Scantron and/or essay booklet, if needed. If the exam is computer-based, only the completed Test Procedures and Routing form is required.

Non-Walsh Student Responsibilities

1. The student will schedule an appointment using the following URL https://www-secure.walshcollege.edu/test_scheduling/Default.aspx. Appointments must be scheduled with enough time to complete the exam at least 10 minutes before the Testing Center closes. Please refer to the Testing Center webpage <https://www.walshcollege.edu/testingcenter> for up-to-date semester dates and closures. The Testing Center hours are:

	Standard Hours	Semester Break Hours
Monday	11AM-9PM	11AM-6PM
Tuesday	11AM-9PM	11AM-6PM
Wednesday	11AM-9PM	11AM-6PM
Thursday	11AM-9PM	11AM-6PM
Friday	CLOSED	CLOSED
Saturday	9AM-1PM	CLOSED
Sunday	CLOSED	CLOSED

The Testing Center reserves the right to deny proctoring any exam if there is not enough time before closing for the student to take the exam when he/she arrives.

2. The student will pay a nonrefundable \$25 proctoring fee for each exam, payable in person at the Walsh business office or online at https://www.walshcollege.edu/Proctor_Request/ProctorPayment.aspx

Completed Exam Return to Instructor

1. After the student has completed the exam, the Testing Center will return it to the instructor by:
 - Scanning and sending a PDF of the completed test to the instructor's email address indicated on the Test Procedures and Routing form

And/or

- Mailing it back to the physical address indicated on the Test Procedures and Routing form. Please note that the student must provide an addressed, stamped envelope for postal mail exam returns. The student will also be responsible for any additional charges for Express Mail, Certified Mail or International Mail.

Note: The Walsh College Testing Center will keep a copy of all exams taken by non-Walsh students in our secure server or locked in a file drawer until 1. The school or instructor has confirmed receipt of exam or 2. The end of the semester the exam was taken using Walsh semester dates.

2. It is strongly recommended that the Instructor (or Distance Learning Coordinator) confirm receipt of exam(s) by e-mail at testingcenter@walshcollege.edu or phone at 248-823-1692.

Testing Center Contact Information

Walsh College
Attn: Testing Center
3838 Livernois Road
Troy, MI 48083

Phone: 248-823-1692
E-mail: testingcenter@walshcollege.edu
Fax: 248-689-0920