Exam Proctoring at Student Assessment Services

If you are taking a distance learning or on-line class which requires that an exam be proctored, we provide that service for paper and most online testing. The process varies with each educational institution, but in general:

1) Your exam must have a time limit; “unlimited time” exams create scheduling problems.

2) You must make an appointment. There are no Friday, evening or weekend options.
   - E-mail the coordinator for Exam Proctoring: Exam.proctor@seattlecolleges.edu
   - Phone: 206-934-6729  Fax: 206-934-6766
   - Proctors: Sharon Dorman, Kathy Malek
   - Arrive early enough to allow time for fee payment, check-in, and the allowed time for the exam before proctoring closes at 3:30 PM. For example, if your exam instructions indicate that you are allowed 2 hours, arrive at least by 1:45 pm. We must schedule for the full time allowed.

3) Name Sharon Dorman, South Seattle College, Student Assessment Services, as your proctor and provide the contact information your school/instructor requires. They will send us your exam or password to access your online exam. Please check with us a day or two before your appointment to verify that we have received this information.
   - Student Assessment Services
   - South Seattle College
   - 6000 16th Ave SW, RSB 76
   - Seattle WA  98106-1499

4) At least fifteen minutes before your appointment, go to the Cashier’s office, Robert Smith Building.
   - Tell the Cashier that you are paying the Exam Proctoring Fee ($35.00 flat fee).
   - You may use cash, check, credit, debit, money order.
   - Come to Student Assessment Services, Robert Smith Building, Room 76, with your receipt and photo ID.
   - **WGU students do NOT pay the proctoring fee; SAS will invoice.**

**Directions** are available on our website: [www.southseattle.edu](http://www.southseattle.edu)

**Parking** is free on 16th Ave SW; depending on time of day, you may have blocks to walk (uphill).

If parking on campus, use the South, general (not staff) parking lot. There are kiosks for paying the $3 daily fee.

Do not park in Visitor Parking; parking there is limited to 45 minutes.