

CCBC Placement Test Remote Proctor Guidelines and Information

Eligibility

As a prospective CCBC student, you may request to have your placement tests proctored if you:

- do not currently live in Maryland, or
- live in Maryland but are currently attending another college or university, or
- have a documented disability that prevents you from attending one of CCBC's testing sites

If you do not meet these requirements, please [visit the CCBC Placement Exam website](#) for information on taking CCBC Placement Tests at our Testing Center.

Proctoring Process

1. Complete and submit [the online Proctor Request Form](#) as soon as possible. Be sure to include as much contact information as possible for the proctor, identify the advisor who referred you for testing, and the types of placement tests you need to take. You are responsible for locating a proctor that meets your needs and CCBC's proctoring criteria (listed below).
2. In the CCBC Course Information section write placement testing for Course #1 Name to indicate the remote proctor need is for placement testing.
3. The director of the Testing and Assessment Centers or their designee will contact the designated proctor to verify that they can perform the service according to CCBC guidelines.
4. If the proctor is not approved, Testing staff will send you an email (or call you, if you do not have access to email) indicating that you need to locate a different proctor.
5. If the proctor is approved, the director/designee will notify you, and the proctor that the test is available.
6. Contact your proctor and set an appointment date and time to take your exam(s).

Reminder, you may need to pay a fee to the proctor for the service.

7. Take your exam at the proctoring location as scheduled.
8. The results will be provided to you when you finish the exam. Please print the scores for your records.
9. Contact your academic advisor for next steps.

Proctor Criteria

Approved proctors include:

- accredited college or university testing center staff
- accredited college or university advisor or counselor
- U.S. military base education officer
- public librarian
- director, principal, or faculty of a seminary or religious academy
- U.S. embassy education officer.

A proctor who is the student's relative or friend, employer, co-worker, tutor, ecclesiastical leader, or athletic coach, including assistant coach, cannot proctor the student's exams.

Cost

CCBC does not charge a fee for placement tests. However, many proctors charge a fee for their services and you are responsible for paying any applicable charges. Please ask the proctor whether or not they charge for their services before submitting your request.

Processing Time

The timeframe required for your proctor to receive the exams depends on the accuracy of the information you provide on the Proctor Request Form. Exams are available within one business day of final approval.

Multiple Exams

If you plan to retake a placement test, you will need to fill out a new Proctor Request form.

Contact Information

Please contact CCBC's Testing Center central office if you have any questions or concerns.

Email (preferred): ccbconlineproctor@ccbcmd.edu

Students with Disabilities: If you require test accommodations due to a documented disability, please contact Disability Support Services for information regarding your accommodations at 443.840.1741