

Distance Exam Proctoring Procedures



- **The Center for Distance Education should be the proctor for MSU online courses. Contact Gail Miller at 662.325.2677 or email gail.miller@msstate.edu**

Computer-Based Testing will proctor distance exams for courses taken at other institutions. Follow the procedures outlined below to schedule your distance exam.

1. Arrangements for testing must be made before the exam is sent to Mississippi State University.
2. Appointment slots are available Monday thru Friday between the hours of 8 am and 5 pm.
3. For a **computer-based distance exam**: Notify your home institution to forward exam information to testing@saffairs.msstate.edu (Attention: Mary L. Vaughn, Associate Director)
For **paper-based distance exam**: Notify your home institution to forward your examination to:
Computer-Based Testing
Attention: Mary L. Vaughn, Associate Director
Box 9747
Mississippi State, MS 39762
(P) 662-325-6610 or (F) 662-325-9068
4. There is a charge for your exam. Pay the registration fee on-line at www.cbt.msstate.edu. Use the **Online Testing Registration** button. The fee covers handling of the examination consistent with sound testing procedures and the instructions from the home institution, completion of any and all forms and actual supervision while taking the test. However, any postage will be the responsibility of the home institution or the student.
1 hour- \$13 2 hours- \$23 3 hours- \$33
5. When you pay, you will be asked to **cut/paste and email the following info** to testing@saffairs.msstate.edu:
Name: Phone: Email:
Exam Institution: Computer Based or Paper Based Exam:
First Choice **Date & Time**: Second Choice **Date & Time**:
(First and second choice must be different dates and requested at least 48 hours in advance!)
When we receive the registration information, we will contact you to confirm the appointment.
6. You must present a valid government issued photo I.D. (driver's license) in order to test.
7. Although every effort will be made to accommodate all requests, the actual scheduling of the examination may be determined by testing center hours, staffing, time of the term, etc.
8. We will not make special trips to the post office, FedEx, UPS, etc. for quicker mailings. (If priority mail, etc. has been paid for by you or your home institution, the envelope will go out with the regular pick up or delivery which may be the following business day.