



PTCC Testing Center

Monday-Friday 8:00am-4:00pm

Test proctoring by appointment only

To schedule a proctored test appointment

1. Request a proctored exam by emailing proctoring@pine.edu 48 business hours in advance of requested appointment time.

Include the following:

Student Name:

Instructor Name:

Course:

Test Date:

Test Time:

Type of Test: (accommodated, make-up, distance education)

Computer Needed: Yes or No

2. The Testing Center will review the request, you will receive a confirmation email with your appointment.

***Please note* Make-up test must be approved by faculty. Once approved, a student can schedule a make-up test.**

Day of appointment

1. Bring identification; student ID or driver's license.
2. Arrive on time. Testing center staff have the right to refuse or reschedule a tester that is 15 minutes late.