



STUDENT SCHEDULING PROCESS

Monday-Friday: 8am-4pm
Test proctoring by appointment only

Request a proctored test by emailing proctoring@pine.edu 48 business hours in advance of your requested appointment time. All requests must be sent via email, not written or verbal.

Include In Your Email

Student Name:

Instructor Name:

Course:

Test Date:

Test Time:

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

Computer Needed: Yes or No

Next Steps

The testing center will review your request and send an email confirming your appointment. Make-up/retake tests must be approved by faculty first before requesting an appointment in the testing center. Once approved, you may schedule a make-up/retake test.

Day of Appointment

- Bring identification: student ID or driver's license
- Arrive on time. If you are late, your test may need to be rescheduled.