

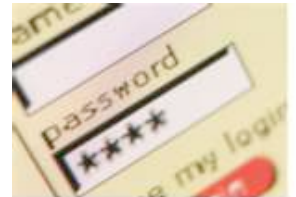
PROCTORED EXAM **INFORMATION**

If you attend a school off base, we can proctor your exams. The school will need the Education Center contact information to send the exam to our facility by fax, email, USPS, UPS or FedEx.

PROCTOR(S): Allison Callahan (primary), Francine Valverde (secondary)
MAILING ADDRESS: Education Center
Personal and Professional Development Branch
Box 555020, Bldg 1331
Camp Pendleton CA 92055-5020
TELEPHONE: (760)725-6660/6414
FAX: (760)725-6593

PROCTORED EXAMS ARE GIVEN BY APPOINTMENT ONLY.

If the university is sending an exam or an online password and user ID via email, please send to the following email address: jec1331proctoredexams@gmail.com.



Computer-based and paper-based exams are proctored monthly. Please consult the Education Center calendar for dates and times.

Please confirm with the Education Center that we have received your exam(s). We will not make an appointment unless your exam has been received. Only the test control officer can authorize a test for a non-scheduled exam date. If an exam has not been sent to the gmail.com address, the student is responsible for contacting the instructor, not the test proctor.

Because we must coordinate the school testing requirements with the Education Center staffing, **WALK-INS WILL NOT BE ACCEPTED.** Students, please be aware of testing dates on your syllabus. Communicate with your professors the proctored exam arrangements that are available to you at the Education Center.

Students must provide postage or envelopes.

ALTERNATE PROCTORING LOCATIONS

NAVAL STATION SAN DIEGO

University of Maryland University College (UMUC) offers student services at NS San Diego and may be able to provide an approved proctor for undergraduate online course examinations. Contact the office for more information. Office hours are 1st and 3rd Tuesday 9 am – 3 pm. For additional information, or to schedule an exam, please call (619) 995-4127.

After you have selected a proctor, register for your proctored exam using the online form through ISIS (select "Distance Exam Registration") Note: Any fees for approved individual proctors are the student's responsibility. Please be advised that this office is aboard a military installation and civilians students should ask for information on base access.

Mira Costa College

Are you currently taking courses at another university or college? Mira Costa College provides test proctoring services at our Oceanside Campus location for \$30 per hour. If you are a student enrolled in a course through another institution and need to have a paper/pencil or computer based exam proctored, please contact the Academic Proctoring Center at (760) 757-2121 ext 6471 or proctoringcenter@miracosta.edu to arrange for proctoring services. An appointment is required to take exams at the Academic Proctoring Center.



Mt San Jacinto College

Location

[Menifee Valley Campus](#)

Learning Center (LRC) – 800 Building, Room 112C

Learning Center Hours:

Mon. through Thurs.: 8 a.m. to 8 p.m.

Fri.: 8 a.m. to 4 p.m.

Closed Saturday and Sunday.



Proctoring Services

Proctored testing for other colleges and universities is available by appointment from 11 a.m. to 7 p.m. Monday through Thursday for a fee of \$50.00 per exam. Please contact Albert Jimenez (ajimenez@msjc.edu) at least one week in advance to schedule.