Testing for Other Institutions at Purdue University Fort Wayne Testing Services

Thank you for your interest in using Purdue University Fort Wayne Testing Services to proctor your exam. There is a $40.00 fee per exam for this service. Payment must be received at the time the exam is taken. Payment may be by check or credit card. **If payment will be made by credit card, please pay online by going to** [http://new.pfw.edu/offices/testing/distance/](http://new.pfw.edu/offices/testing/distance/). **We are sorry, but we are unable to accept credit card and cash payments in the office.** Appointments will be rescheduled if payment is not received by the scheduled appointment time.

We are sorry, but Testing Services can only administer distance education exams for University and College Institutions.

**PLEASE READ AND FOLLOW ALL INFORMATION BELOW TO PROCESS YOUR REQUEST.** **PLEASE NOTE: WE MAY NOT BE ABLE TO SCHEDULE YOUR TESTING APPOINTMENT UNTIL ALL OF THE BELOW TESTING INFORMATION AND REQUIREMENTS HAVE BEEN RECEIVED BY TESTING SERVICES.**

**Distance Education Testing Process and Guidelines**

To serve you more efficiently and to maintain testing standards the following process must be completed for Purdue University Fort Wayne Testing Services to proctor your test:

1. Your professor /institution must contact Purdue University Fort Wayne Testing Services with the following information:
   - Number of tests for the course
   - Specific dates each test may be given
   - Length of time allowed on each test
   - Materials that may be used by the student while taking the test (i.e. books, notes, calculator, ruler, etc.)
   - Materials (if any) Testing Services needs to provide (i.e. Computer-based tests, etc.)
   - Return postage. Tests will NOT be faxed or emailed back to your professor/institution.
   **Exams needing to be mailed back MUST have postage paid envelopes.**
   **Testing services is unable to copy or fax exams.**

   Your professor/institution may contact us by mail at the address below, by fax at 260-481-6600, or by email to ptesting@pfw.edu.

2. Contact Purdue University Fort Wayne Testing Services at 260-481-6600 to check the status of your request for testing. Once all the information has been submitted and the request has been approved, you may schedule your appointment for testing. Appointment times can fill up quickly, please plan accordingly.

3. After receiving approval to have your exam proctored by Purdue University Fort Wayne Testing Services, test(s) should be sent to the following address:

   Purdue University Fort Wayne
   Testing Services, Kettler Hall 232
   2101 Coliseum Blvd. East
   Fort Wayne, IN 46805

4. Call Purdue University Fort Wayne Testing Services at 260-481-6600 at least 24 hours prior to your testing appointment to make sure your test has been received.
   **If you are taking a computer-based exam, you must contact Testing Services at least 48 hours before your appointment to verify that Testing Services has received all of the required web site and password information.**

In order for Purdue University Fort Wayne Testing Services to proctor your test, you will be subject to the Purdue University Fort Wayne Testing Guidelines:

**Identification:**
   Testing Services requires a photo id in the tester’s name.

**Test Dates**
   It is Purdue University Fort Wayne Testing Services policy to administer an exam only in the range of dates specified by the professor/institution. Any exceptions to these specific dates must be approved by the professor/institution. It is the responsibility of the student to contact the professor/institution to request this approval and to have the professor/institution notify Purdue University Fort Wayne Testing Services of the approval.

Updated 06/25/2018
Length of Test

The length of time for your test is specified by your professor/institution. Should the exam exceed a two-hour time limit, evening and Saturday 10:00 a.m. appointments will not be available. Evening and Saturday appointments are not available for exams with an unlimited time frame.

Materials allowed/required

You are responsible for knowing and providing the materials you may use during the exam (i.e. books, notes, calculator, ruler, etc.). Purdue University Fort Wayne Testing Services may need to provide computer-based tests as specified by your professor/institution. Your professor/institution is responsible for providing the necessary passwords or information to access your test. If that information, or any other materials required for the administration of the test, has not been received in time for your testing appointment, you will be required to reschedule. If rescheduled, you may require test date extension approval by your professor/institution.

Postage

Testing Services does NOT provide envelopes and/or postage to return exams and we do not allow the student to remove the exam from our testing center. If an exam is to be returned to another institution, it is the student’s or the institution’s responsibility to provide Purdue University Fort Wayne Testing Services with envelopes and postage to return the exam. Any exams being mailed internationally must be in a metered postage envelope. Metered postage forms and amounts can be completed online at https://www.usps.com/ship/customs-forms.htm. Testing Services recommends that students use a traceable mailing method such as Fed-Ex or UPS to return their exams.

The Purdue University Fort Wayne Testing Services address must be used as the return address. Mail pickup and delivery to Purdue University Fort Wayne Testing Services occurs Monday through Friday at 10:30 a.m.

Appointment

As stated previously, you must call Purdue University Fort Wayne Testing Services at 260-481-6600 to schedule a testing appointment. Your appointment will only be made within the dates provided by the professor/institution. You must call Purdue University Fort Wayne Testing Services at least 24 hours prior to their testing appointment to make sure their test has been received in the Purdue University Fort Wayne Testing Services office.

Appointment times are: Monday - Thursday at:

8:30 a.m., 10:00 a.m., 11:30 a.m., 1:00 p.m., 2:30 p.m., 4:00 p.m., and 5:45 p.m.

Friday at 8:30 a.m., 10:00 a.m., 11:30 a.m., 1:00 p.m.

Saturday at 8:30 a.m. and 10:00 a.m.

These hours are subject to change.

Friday 2:30 p.m. appointment time is not available.

Evening and Saturday 10:00 a.m. appointment times are not available for exams extending beyond a two-hour time limit.

Evening and Saturday appointments are not available for exams with an unlimited time frame.

Appointment times and dates may be restricted during Purdue University Fort Wayne’s scheduled final examinations. Please be sure to make the necessary arrangements with your college or institution in the event your required test date(s) conflicts with Purdue University Fort Wayne’s final examination schedule.

Students are responsible for any paperwork an institution requires for us to proctor your exam. Purdue University Fort Wayne Testing Services is not able to fax or mail proctor request or proctor information forms required by other institutions.

If you have any additional questions, please contact Purdue University Fort Wayne Testing Services at 260-481-6600. Our office hours are:

Monday-Thursday, 8:00 a.m.-7:30 p.m.

Friday, 8:00 a.m.-5:00 p.m.

Saturday, 9:00 a.m.-11:00 a.m.

These hours are subject to change.

Again, thank you for your interest in Purdue University Fort Wayne Testing Services.