The Testing Center at Chandler-Gilbert Community College (CGC) offers exam administration and proctoring services to members of our community. We are able to accommodate paper and pencil exams, exams that must be word processed using MS Word on a PC, and Internet testing. Exams are given in a classroom or lab with other testing conducted at the same time. Individual testing rooms are not available. Note: Proctor/Student is the individual requesting services. Appointments cannot be guaranteed during peak CGCC midterms and finals.

Fee: There is a flat fee of $20.00 per exam due at time of service.

PROCTOR/STUDENT PRE-REGISTRATION IS REQUIRED:

Go to my.maricopa.edu and click: 

Then click on:

- You will receive an eight digit Student ID number for payment purposes

The CGC test proctor will:

- Receive previously agreed-upon testing materials on behalf of the proctor/student.
- Provide a designated phone number and email address with which to correspond with you and your educational institution.
- Provide a testing area during regular business hours.
- Enforce any time limits and other regulations that are associated with the exam.
- Forward exams via mail or email to the educational institution.

The CGC test proctor will not:

- Accommodate requests for unscheduled or “drop-in” exams.
- Interpret testing instructions or assist in a technical manner with online exams.
- Grade exams.
- Guarantee that technical problems or incompatibility will not occur with the proctor's/students online exam and the Testing Center computers.
- Download software for online test taking or modify existing computer settings to accommodate exams.
- Guarantee a specific CGC proctor.

The proctor/student will:

- Submit the signed request for proctoring services form prior to having the exam sent to the Testing Center from the educational institution. Exams received without a prior signed request for proctoring services will be returned to the institution.
- Confirm that the testing materials have been received by the Testing Center. Call 480-732-7159 to confirm.
- Schedule the taking of the test by calling the Testing Center at 480-732-7159. Proctor/Student appointments are based on availability. Note: Proctor appointments cannot be guaranteed during peak CGCC midterms and finals.
- Contact the CGC proctor to cancel if unable to be present at the agreed-upon testing date and time.
- Bring an official form of photo ID to the exam (Driver's License or State ID, School ID, Passport, Military ID, Tribal ID, Naturalization Card). Bring eight digit Maricopa Student ID number on the day of your appointment.
- Be responsible for providing any supplies (pencils, headphones, scantrons, calculators, etc.) that are needed during the exam.
- Abide by the rules and regulations of the CGCC Testing Center by relinquishing all electronic devices including cell phones, laptops, PDA’s and tablets. Proctors/Students cannot use their own personal electronic devises in the testing center.
- Verify that the completed exam was received by the educational institution.
- Provide mailing envelope and postage if not provided by the institution. If exams must be expedited, proctors/students must provide a prepaid FEDEX envelope. Note: exams must be completed prior to 3:30p Monday-Thursday to ensure same day pickup and 1:30p on Fridays.
- If additional documents are needed to be filled out, signed, sent etc. to students’ institution, please allow 24-48 hours for processing. Same day processing of paperwork or proctoring of exams will not be accepted.
By signing this form the proctor/student understands and agrees to the items above:
Note: Proctor/Student is the individual requesting services.

Print Name: ____________________________________________________________
First Name & Last Name

Proctor/Student Signature: ____________________________________________

Maricopa Student ID Number: 3__8-digit number that starts with a 3XXXXXXX

Date: __________________________________________________________________

Proctor/Student Phone: ________________________________________________

Proctor/Student Email: ________________________________________________

The school/institution that will be sending the exam (Do not write in Chandler-Gilberts information):

Print Institution Name: ________________________________________________

Institution Point of contact phone: ________________________________

Institution Point of contact email: ________________________________

Please print page two and either fax, email or bring in to the CGCC Testing Center before requesting your exam be sent to the Testing Center.