



EAST CENTRAL

COMMUNITY COLLEGE

TESTING SERVICES AT EAST CENTRAL COMMUNITY COLLEGE FOR NON-EC/NON-MSVCC STUDENTS

East Central Community College offers proctoring services for students who need to take examinations in a proctored environment but are not current East Central Community College/MSVCC enrollees.

- We offer web-based or paper proctoring only.
- If your completed exam will only be accepted by USPS, you are responsible for providing a stamped envelope to return all paperwork.
- We charge a \$20 fee (non-refundable) for each test scheduled/administered.

If your college requires East Central Community College to complete paperwork (such as a proctor agreement), please e-mail all forms and information to elarning@eccc.edu with a subject line of Testing Services and your First and Last name (i.e. Testing Services John Smith) so that we can complete the required request.

All students needing proctoring must complete the [Application for Examination](#) and submit \$20 payment prior to scheduling. Payments may be made in the Business Office prior to the scheduled examination. A receipt of payment will be required in order for the examination to be administered.

You are responsible for submitting your payment in ample time for it to be processed prior to your preferred testing date.

Students must provide a valid, photo ID at check in. Please review East Central Community College's Proctored Examination Procedures prior to arriving at the Testing Center. **Appointments are required for test proctoring.** We will do our best to accommodate your testing date and time preferences.



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Steps to utilize East Central Community College as your Test Proctor

1. Complete the Application for Examination
2. Make your \$20 payment at the Business Office. Be sure to retain a copy of your receipt as it is required for the examination to be administered.
3. If your college wishes to email our office, the address is: elarning@eccc.edu
4. If your college wishes to mail information, the mailing address is:
ECCC eLearning Testing Services
P.O. Box 129
Decatur, MS 39327
5. After Testing Services has received your test, we can schedule your appointment. Depending upon how soon your college sends the test will determine how quickly we can schedule your appointment. Payment must be made prior to administration of the examination.
6. East Central Community College does not pay for postage to mail tests back to your school. If your school requires East Central Community College Testing Services to mail your completed examination, the student testing is responsible for providing the return envelope and return postage.

You must bring a valid, photo ID to test.

You must follow the guidelines of your college and

East Central Community College Testing Services.

Good luck on achieving your educational aspirations!

East Central Community College eLearning

Testing Services

P.O. Box 129

Decatur, MS 39327

Toll-free: 1-877-GO-2-ECCC

Local: 601-635-6428

E-mail: elarning@eccc.edu



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APPLICATION FOR TESTING SERVICES

Please complete ALL fields:

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone Number: _____

E-mail: _____

Date and time of exam: _____

Name of institution you attend: _____

Name of Instructor: _____

Instructor's email address: _____

Instructor's phone number: _____

Exam format Online Paper/Pencil

Does your institution need ECCC's test proctor to fill out any forms? Yes No

If Yes, please include the forms with this request.

****No open book examinations are allowed. Any permitted print material must be sent by your institution along with a copy of the examination****