



TRIANGLE ASSESSMENTS PROCTORED TEST POLICIES & PROCEDURES

2521 Schieffelin Rd, Suite 102

Apex, NC 27502

Ph. (919) 387-7004, Fax 888-416-1495

Email info@triangleed.com

9.27.11

It is the student's responsibility to contact their college (or for business people to contact their institution) and have the exam sent to Triangle Assessments. We prefer to have the exam and proctor instructions before making an appointment.

- Tests can be accepted via regular mail, email, or fax to the institution only, never from students. (In emails please put student's name and date of testing in subject line.)
- Electronic communications concerning Online Tests must be sent to: info@triangleed.com. See next item:
- The subject line of any subsequent emails related to the Online Test must comprise the institution name (no abbreviations or acronyms allowed); student name; course and test name **IN EXACTLY THAT ORDER**, separated by semicolons (example: ***Colonial College; John Brown; BIO257 Final***).
- The institution from which the test is mailed must provide all relevant proctoring instructions:
 - * materials allowed and not allowed
 - * time allotted
 - * if online, any passwords needed and a guarantee that no programs will be downloaded permanently to our computers.
 - * phone number and email from instructor/and or test center in case any problems arise before, during, or after testing
- A **self-addressed return envelope** with **postage prepaid** must accompany each paper test.
- There is a **\$10 fee** if the test results and/or materials are to be faxed or scanned and emailed back to the institution.
- If we are required to submit a proctor verification form, it should be sent to the following address, with an S.A.S.E. included:
2521 Schieffelin Road, Ste. 102
Apex, NC 27502
- The student must pay up front a **\$20 deposit** to schedule their appointment. The fee is non-refundable or transferable. This deposit will go towards the final proctor fee. (Students are charged **\$20.00 per hour** of time allowed for the test, even if actual time spent is less than the maximum allowed. All partial hours are billed for the full hour.)
- Students **must** bring a valid photo ID.
- Triangle Assessments **will not** hold, make, or store copies of exams after they have been taken.
- It is your responsibility to contact us regarding the return of uncompleted exams.