UAF- Northwest Campus Test Proctoring Service Policy

Students needing a proctor for a non-UAF exam are asked to email their request to NWC Testing Email (nwc.testing@alaska.edu). Students must also inform their institution of the testing email address and request all testing material and information be sent there. Northwest Campus testing services are available based on proctor availability. Every effort will be made to accommodate the tester based on proctor availability.

UAF - Northwest Campus Testing Services provides proctoring of non-UAF tests and exams at a cost of $20.00 per hour. There is a one hour minimum charge ($20) required for all testing and proctor services. Any test time taken over the half-hour timeframe will result in student being charged the full $20 for that hour.

Testers are encouraged to pay via credit card for their proctoring fees. The Northwest Campus Credit Card Authorization information below must be completed prior to testing. Payment with cash or check is also accepted through the UAF- Northwest Campus Business Office.

Date: / / 
Testing start time: 
Testing end time: 
Total Charge: 
Student Signature: 

CREDIT CARD AUTHORIZATION FORM

PLEASE PRINT INFORMATION CLEARLY

CARDHOLDER NAME DATE TOTAL AMOUNT TO CHARGE TO CARD

CARDHOLDER BILLING ADDRESS CITY STATE ZIP

CONTACT PHONE NUMBER (In case we have questions while processing charge) STUDENT NAME (If different from cardholder)

☐ Please mail me a receipt. ☐ No need to mail me a receipt.

(Section below will be removed and shreded after processing)

Type of card: ☐ VISA ☐ Mastercard

CREDIT CARD NUMBER EXPIRATION DATE CVC# (3-digit number on back of card)