

## **Proctored Exams Acknowledgments**

### **Specific Exam Related Acknowledgments:**

- I understand that it is my responsibility to communicate and request as required through my college, exam sponsor, or instructor the need to take my exam(s) at Chattahoochee Technical College and provide the Testing Center with any required proctor approval documentation four (4) days prior to the date(s) that I am requesting to test.
- I understand it is my responsibility to communicate the accurate time allotted for any exam(s) taken in the Testing Center.
- I acknowledge that it is my responsibility to communicate with my college, exam sponsor or college the date and time of my scheduled proctored exam if they require me to do so.
- I understand that it is my responsibility to contact the Testing Center one (1) business day prior to my scheduled proctored exam to verify that they have received the testing information from my instructor or college.
- I understand that exams must be completed and turned in to the Proctor in the maximum allotted time allowed by my college, exam sponsor or instructor.
- I acknowledge that testing will not be permitted past closing or after normal business hours of the Testing Center.