Proctoring Services

Proctoring services may be required when an instructor cannot be present, either in-person or remote, for an exam. Proctored exams are typically supervised by an authorized, trained, and neutral individual who verifies the identity of the test taker and ensures the integrity of the test taking environment.

All proctored exams at CSU are coordinated through the Testing Center. The guides below outline all the steps necessary to initiate proctoring services.

For questions or concerns, email proctor@columbusstate.edu or call 706-507-8020

CSU Campus Proctoring Service Guidelines

CSU Campus Proctored Exams for Distant Learning/Online Courses
The CSU Testing Center proctor exams for CSU's online courses in our facility. View eCore exam instructions.

Payment: $50 per test. Payment is made online when you schedule your appointment.

ID requirements: You must present an unexpired government-issued photo ID with signature--driver's license, passport, military ID, state ID. The first name and last name(s) on your identification must exactly match the first name and last name(s) in your CSU records.

Allowable items: You are responsible for bringing any resources your instructor permits you to use on the exam. We will provide you with scratch paper and pencil if allowed.

Before you schedule your appointment, you must know the testing dates for your course. Schedule an appointment only on a day that is designated by your instructor. If you schedule an appointment for a day on which your test is not open, then you will have to reschedule your appointment or make other arrangements.

To schedule an appointment to test at the Columbus State University Testing Center, visit the registration page and then select **CSU Proctored Exams for Online Courses** from the dropdown menu.

Proctored Exams for other Campuses or Associations
The CSU Testing Center proctor exams for students of other universities and colleges who live in our area, and professionals seeking licensure and certification.

If your exam is **computer-based**, have your school email the proctor instructions to us at testing_center@columbusstate.edu. Do not have instructions emailed to individual staff members.

If your exam is **paper-based**, have your school mail the test to us at the following address:

Columbus State University

Testing Center
4225 University Avenue
Columbus, GA 31907-5645

Cost: $60**.** Payment is made online when you schedule your appointment. If you are allowed more than 4 hours to complete your exam, you will incur an additional $60 fee and must call us to make arrangements for extended time.

Required ID: Your identification must be valid (unexpired), original, and include your full legal name, a recent photo, and signature. Acceptable IDs include passport, government-issued driver's license, state ID, or military ID.

Allowable items: You are responsible for bringing any resources your instructor permits you to use on the exam. We will provide you with scratch paper and a pencil if allowed.

To schedule an appointment: Click here to indicate you have read the above information and are ready to schedule your appointment. Select **Proctored Exams for other schools** from the dropdown menu.