



Distance Learning Tests Proctored at PVCC

The PVCC Learning Center can proctor exams for any distance learning programs from U.S. institutions during our regular hours. For students who are not currently enrolled at PVCC and who are taking tests from institutions outside of the VCCS system, there is a \$25 fee for each test. You may pay for one test at a time or for all the tests for a semester. Test fees are non-refundable. You will need to fill out a separate payment form for each course for which you will be taking tests.

To have an exam proctored:

1. Fill out an information form and send the information to the Learning Center. We will contact the institution using the information you provide and will notify you when your tests arrive.
2. Print a Test Payment form from the web or pick one up at the Learning Center. Fill in the course and test information. Pay the proctor fee at the Cashier's Office during their regular hours.
3. Bring the receipt from the Cashier's Office to the Learning Center and take the test.