Proctored Exams for Non-RCC Tests and DANTES

Location: RCC Testing Center (Technology Center, third floor, room 8346)

As of September 1, 2012, the fee for proctoring a non-RCC exam in the Testing Center is $35 per test. Please note that Non-RCC tests will not be administered during the final weeks of a semester.

How to schedule:

- Leave a message at (845) 574-4504 or email testingcenter@sunyrockland.edu to request an appointment. Include specific contact information. The proctor will get back to you.

If you are scheduling a test for an outside institution:

- Contact your school and request your exam be forwarded to the proctor.
- Confirm the proctor is in receipt of your exam prior to the appointment.

For all outside tests and DANTES:

- Pay the $35 fee at the RCC Bursar’s Office, located on the first floor of the Technology Center, by cash, money order, VISA, MasterCard or Discover, prior to your test appointment.
- Bursar’s Office hours of operation are available on their web page at http://www.sunyrockland.edu/go/bursar
- The testing fee will be waived for members of the RCC Alumni Association with presentation of a valid membership card.

- You must bring the following with you to be admitted to the Testing Center:
  - RCC payment receipt from the Bursar’s Office.
  - Valid photo ID. This must be a current official government ID such as a driver’s license, passport or your college ID card.
  - Testing materials allowed for your test such as a calculator, pencil, pen, etc.

- Read the RCC Testing Center policies before entering the Testing Center and sign the agreement form. Policies are available on the webpage and at the Testing Center.

Scheduling information:

Testing Center hours and dates of operation are posted on the web page on the RCC website.

http://www.sunyrockland.edu/go/testing

The Testing Center is closed when classes are not in session. The RCC Academic Calendar is available on the RCC website at this page:

http://www.sunyrockland.edu/go/academic-calendar

Emergency closures are posted on the RCC Home page or call the RCC Emergency Notification line at (845) 574-4034.