

## Testing for Other Institutions at IU East Testing Center

Thank you for your interest in using IU East Testing Center to have your exam proctored. There is a \$25.00 fee per exam for this service. Payment must be received at the time the exam is taken. Appointments will be rescheduled if payment is not received at the scheduled appointment.

**PLEASE READ AND FOLLOW ALL INFORMATION TO PROCESS YOUR REQUEST.**

### *Testing Process and Guidelines*

1. Your professor/institution must contact IU East Testing Center with the following information
  - Specific dates for each test given
  - Length of time allowed on each test
  - Materials that may be allowed to be used by student while taking the test
  - Materials (if any) the Testing Center would need to provide (i.e. Computer, etc.)
  - Return postage
  - **Exams needing to be mailed back MUST have postage paid envelopes**
2. Your professor may contact The Testing Center at 765-973-8249 or by email at [rlang@iue.edu](mailto:rlang@iue.edu).
3. Contact IU East Testing Center at the telephone number listed above to check on your request for testing. Once all of the information has been submitted and the request has been approved, you may schedule your appointment for testing. Appointments may fill up quickly, so plan accordingly.
4. Tests can be sent via email or through regular mail to:
  - Indiana University East
  - Springwood Hall 202E
  - 2325 Chester Boulevard
  - Richmond, IN 47374
5. Call the Testing Center 24 hours prior to your testing appointment to make sure your test has been received.

**Identification:** The Testing Center requires a photo ID in the tester's name.

**Postage:** The Testing Center does NOT provide postage to return exams and we do not allow the student to remove the exam from the Testing Center.

Again, thank you for using The Testing Center at IU East. If you should have any questions or concerns, we would be happy to answer your questions by email or telephone.