

If you would like to have an exam proctored at our center, please have the exam sent to Utah Valley University – Testing Services by email, fax, or postal mail.

Before agreeing to administer, we require that all exam information is reviewed and approved by our proctors. Below is a list of our general exam requirements. While there are occasions in which we may proctor outside of these requirements, we cannot guarantee acceptance. All exams that do not meet these standards will be submitted for further review.

General Requirements:

- All necessary exam information must be received
- Testers cannot be required to remove any testing materials from the premises. (Notes excluded.)
- No E-books may be used as testing aids.
- No QWERTY Calculators.
- No verbal instructions required to administer the exam
- We should not need to take payment on behalf for the school/agency
- We should not be required to send any testing materials overseas
- There should be no additional software downloads required
- We should not be required to create a new log-in or account through a website

Exam Information:

We will need the following information from the school or agency:

- Student's name
- School/Agency name
- Course Name & Exam number
- Professor's name
- Exam copy (for paper/pencil exams) or password (for online exams)

If applicable, we will also need the following information. If not provided, we will consider it as "None" or "N/A":

- Testing Aids
- Time Limit
- Dates available

Contact Information:

Phone Number: 801-863-7095

Fax: 801-863-7076

Email: testingservices@uvu.edu

Mailing Address:

Utah Valley University

Testing Services

MS 120

800 West University Parkway

Orem, UT 84058

If you have any questions, please do not hesitate to contact us.