

Richmond Center

Proctored Testing, Make-up Exams & Competency Assessment Testing

Effective June 1, 2009, all proctored online testing; makeup exams and competency assessment testing will be held at the following times:*

Tuesdays & Thursdays

Beginning PROMPTLY at 1:30 p.m.

If you are due to take a proctored test for an online class, a make-up examination, or a Competency Assessment test, you must do the following:

1. Be aware of test deadlines for online classes. The CMU Richmond Center is not responsible for scheduling your proctored tests. Do not put yourself in the position of having to complete all tests for an online class in the same week; check your online class syllabus, or contact your instructor for testing deadlines.
2. Call the Richmond Center office at (804-327-9330) at least two days in advance of the Tuesday or Thursday you want to schedule the testing.
3. Students must show up on time. This means students will need time to park and enter the site prior to the 1:30 p.m. start. Doors to the testing room will be closed promptly at 1:30 p.m. and students who are not present at that time will need to make another appointment for testing.

Reminder: Competency Assessment testing is only an option for students who have already completed undergraduate Statistics and Accounting classes, and who completed the classes more than three years ago. It is not a substitute for students who have not met the undergraduate requirement.

*The Richmond Center will schedule one evening a month for testing. The date will be on Monday evenings at 5:30 p.m. Check with the center for scheduled dates and to make an appointment for testing no later than two days prior to testing. No one will be tested who arrives after 5:30 p.m. on established dates.