

# Proctoring Services

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## Examination Proctoring

The Academic Success Center (ASC) Testing Services office (<https://www.apu.edu/academic-success/services/testing/>) is a test-proctoring center for students enrolled in correspondence, continuing education, or online courses at other institutions. To request an ASC Testing Services-proctored exam:

- Contact the home institution for approval to have ASC Testing Services designated as the proctor center.
- We request that exams be sent 3 days in advance to ASC Testing Services via email at [testingcenter@apu.edu](mailto:testingcenter@apu.edu).
- Instructors sending exams to ASC Testing Services should include specific exam instructions for ASC Testing Services proctors.
- Call ASC Testing Services at (626) 815-3849 to notify the center of the exam's pending arrival.
- Schedule an appointment to take the exam at ASC Testing Services using our online scheduling system (<https://aputesting.youcanbook.me>).

On the day of the exam, students must:

- Bring an identification card that includes the student's legal name, birth date, signature, and photo.
- Pay a \$30 nonrefundable fee for each proctored exam (also available online).

Failure to appear for a scheduled exam will result in the exam being returned to the institution of origin.