

Yamhill Valley Testing Center – Chemeketa Community College

Proctor Information

Proctor: Jean Cole
Title: Testing Coordinator
Email for instructor use: yamhilltesting@chemeketa.edu
Address: 288 NE Norton Lane, McMinnville, OR 97128
Phone: 503-316-3240

Instructors

Please use the above email address for sending exams and proctoring instructions to the Yamhill Valley Testing Center. Do not send the exam information to individual proctors.

Students

Schedule appointments in advance in person or via phone, not email. A fee of \$25 per non-Chemeketa exam will be paid with cash or check at the first floor Student Services office before testing. Exams will be given in YVC Building 1/Room 203. Photo ID will be required and personal items must be stored in a locker. Bring a quarter for locker use.

When making an appointment, students need to provide the following information:

- Student's name
- Student's phone number
- Test format: computer or paper
- Chemeketa instructor's name or name of other institution
- Course name and number (for example, MTH111)
- Test name or number (for example, Quiz #3, final, midterm)
- Students with testing accommodations from Disability Services need to inform testing staff at time of scheduling appointments. Please contact the YVC Testing Center at least two (2) business days in advance to ensure adequate time to set up the accommodation(s) or five (5) business days for final exams.

Students are responsible for contacting instructors so that the exam is sent to the testing center before the scheduled appointment.