The OUC Testing Center provides proctoring services for students and professors of Ohio University and surrounding colleges.

WHAT DO YOU NEED TO KNOW?

- **Appointments must be scheduled at least 24 hours in advance.** Students will be given only one same day appointment. The Testing Center encourages students to use it as a last resort and in an emergency situation.

- **A valid photo ID must be shown upon arrival.** Confirmation of student identity is important to the integrity of our testing services.

- **Students are required to check in with staff.** The check-in area is located inside the room. Enter the doorway, turn left, and head to the back of the room; continue past the glass panel window. The proctors will assist you there.

- **NO CELL PHONES, food, drink, or personal belongings are permitted at testing stations.** All personal belongings must be put in a cubby or set aside in the check-in area.

- **Students are not permitted to leave the testing center during testing without authorization from staff.** Students should visit the restroom prior to starting their exam.

- **Academic misconduct will be reported.** Any suspicious activity and/or academic misconduct will be reported to instructors.

HOW TO SCHEDULE AN APPOINTMENT

Schedule your own appointment online at [https://booknow.appointment-plus.com/1c26kkmq/10](https://booknow.appointment-plus.com/1c26kkmq/10). You may also call 740-774-7754 or stop in the office.

OFFICE HOURS - FALL/SPRING

- Monday: 8:30 am – 5:00 pm
- Tuesday: 8:30 am – 5:00 pm
- Wednesday: 8:30 am – 8:00 pm
- Thursday: 8:30 am – 8:00 pm
- Friday: 8:30 am – 5:00 pm

OFFICE HOURS - Summer, during breaks, and when classes are not in session

- Monday – Friday 8:30 am to 5:00 pm

OUC TESTING CENTER

Mary Basham
bashamm@ohio.edu or ouctest@ohio.edu

Bennett Hall Room 274
(740)-774-7754

Testing Center Email: ouctest@ohio.edu