Taking Online Exams
At
Southern Arkansas University Tech (SAUT)

Introduction

Some exams of SAUT’s online courses are required to be taken at an approved site. **Failure to take these exams at an approved test site will result in a grade of “0” for the student.** Picture identification will be required at the designated sites. Test site and other information pertaining to the proctored exams are available to the students in the following pages of this document, the course syllabus for each course, and the “Announcements” section of Brightspace.

No other electronic devices (i.e., cell phones, PDAs, etc.) are allowed in the exam room. The student is not allowed to take books and/or notes or any blank paper or writing instruments into the exam room unless the proctor provides it. If provided, the proctor should collect these papers from the student before the student leaves the testing area unless otherwise specified in the “exceptions”. The student is not allowed to use copies/printouts of previous exams/quizzes. (Note: Please see Pages 3 thru 7 for exceptions to this policy.)

Students residing in the State of Arkansas may choose a pre-approved test site from the proctor list provided on the Brightspace login page and are not required to submit an Online Exam Proctor Form.

Students residing outside of the state or who do not live in close proximity to one of the pre-approved sites must choose a proctor and submit an Online Exam Proctor Form to the Center for Online Learning for approval of the chosen proctor. The form should be submitted at least two (2) weeks prior to the date that the student plans to take the exam(s). The proctor must have one of the following titles:

- Postsecondary officials
  - Registrar;
  - Dean; or
  - Director of Testing
- Accredited high school officials
  - Principal;
  - Librarian; or
  - Counselor
- Head librarian at a public library
- Base education officer (military students only)
- Commissioned officer whose rank is higher than the student (military students only)

**ProctorU Information:** SAU Tech is proud to offer you the opportunity to take your exams at home with online proctoring using a webcam and a reliable high-speed internet connection. If you want to schedule your exam with ProctorU, click here: [http://www.proctoru.com/sautech/](http://www.proctoru.com/sautech/).

To schedule your proctored exam with the SAU Tech Testing Center, please contact Debra Riggs, 870-574-4486 or driggs@sau.edu.
Student Responsibilities

The student shall be responsible for:

- Selecting a test site/proctor;
- Submitting an Online Exam Proctor Form, with required signatures, to the Center for Online Learning, if applicable;
- Contacting the test site to schedule a day and time to take exam(s);
- Making the proctor aware of the length of the exam(s);
- Paying testing fees charged by test site, if applicable;
- Providing picture identification to test proctor; and
- Taking the exam(s).

Note: Students who have three (3) or more final exams may obtain permission from the Vice Chancellor for Academics (Valerie Wilson, vwilson@sautech.edu, 870-574-4514) to have the deadline for completing finals extended. This permission must be obtained at least two (2) weeks prior to the last day to take final exams.

Center for Online Learning Responsibilities

The Center for Online Learning shall be responsible for:

- Creating and maintaining the list of approved test sites/proctors;
- Approving/disapproving proctor requests;
- Notifying student of approval/disapproval of requested proctor; and
- Providing proctors with testing guidelines.

Proctor Responsibilities

The test proctor shall be responsible for:

- Providing student access to appropriate Internet browser;
- Verifying identity of student via picture identification;
- Providing student with writing instrument and blank paper, if needed;
- Verifying identity of student after he/she has logged into Brightspace;
- Entering the exam password; and
- Faxing student notes to instructor after exam, if needed.

Instructor Responsibilities

The instructor shall be responsible for:

- Including proctored exam information in course syllabus.
- Providing additional items information to the Center for Online Learning.
Additional Items Allowed in Testing Room  
(Rev. 1/25/2018)

Some courses allow students to bring items into the testing room in addition to the items mentioned on Page 1 of this document. The items are listed below along with the corresponding courses:

**American Government**
- Electronic textbook (will require additional browser window be open) or hard copy textbook
- Notes

**Business Graphics**
- Mozilla Firefox or Google Chrome web browser will need to be used for the final exam. Internet Explorer cannot be used to take the final exam. Pop-up blockers need to be disabled.

**Business Information System**
- Mozilla Firefox or Google Chrome web browser will need to be used for the final exam. Internet Explorer cannot be used to take the final exam. Pop-up blockers need to be disabled.

**Capstone Project**
- Access to Microsoft Office

**College Algebra**
- Paper (provided by proctor)
- Pencil
- Calculator
- Formula sheet provided for the students in the course to print
- Proctor should take up scratch paper and fax to 870-574-4520, ATTN: Dr. Terry Hutson.

**College Math**
- Paper (provided by proctor)
- Pencil
- Calculator
- Formula sheet provided for the students in the course to print
- Proctor should take up scratch paper and fax to 870-574-4520, ATTN: Dr. Terry Hutson.

**College Physics**
- Calculator
- 3”x5” card containing formulas and any information the student may choose to put on the front and back of the card.

**Composition I**
- Electronic textbook (will require additional browser window be open) or hardcopy textbook
- Content pages from course
- Personal notes

**Database Design and Management**
- Textbook

**Developmental Psychology**
- Notes
- Electronic textbook (will require additional browser window be open) or hard copy textbook

**Electronic Spreadsheet**
- Mozilla Firefox or Google Chrome web browser will need to be used for the final exam. Internet Explorer cannot be used to take the final exam. Pop-up blockers need to be disabled.
Environmental Management I
- Math formula sheet
- Calculator (basic, scientific or graphing allowed)
- Pen/pencil
- Blank paper (for math calculations to be taken up and thrown away after the test)

Environmental Management II
- Math formula sheet
- Calculator (basic, scientific or graphing allowed)
- Pen/pencil
- Blank paper (for math calculations to be taken up and thrown away after the test)

Environmental Safety
- Math formula sheet
- Calculator (basic, scientific or graphing allowed)
- Pen/pencil
- Blank paper (for math calculations to be taken up and thrown away after the test)

Essentials of A & P
- Textbook
- Notes

Fire Administration (Instructor: James Utsey)
- Pen or Pencil
- Calculator
- Blank paper

Fire Arson Investigation (Instructor: James Utsey)
- Pen or Pencil
- Calculator
- Blank paper

Fire Prevention (Instructor: James Utsey)
- Pen or Pencil
- Calculator
- Blank paper

Fire Service Tactics (Instructor: James Utsey)
- Pen or Pencil
- Calculator
- Blank paper

Fitness for Life
- Electronic textbook (will require additional browser window be open) or hard copy textbook
- Notes

General Psychology
- Notes
- Electronic textbook (will require additional browser window be open) or hard copy textbook

History of Arkansas (Instructor: Robert Gunnels)
- Textbook or Electronic textbook (may require additional browser window be open)
- Exam Review Notes
**Introduction to Computers**
- Mozilla Firefox or Google Chrome web browser will need to be used for the final exam. Internet Explorer cannot be used to take the final exam. Pop-up blockers need to be disabled.

**Introduction to Geography**
- Textbook or Electronic textbook (may require additional browser window be open)
- Notes

**Industrial Treatment Technology**
- Math formula sheet
- Calculator (basic, scientific or graphing allowed)
- Pen/pencil
- Blank paper (for math calculations to be taken up and thrown away after the test)

**Introduction to Language Arts (Instructor: Rebecca Hughes)**
- Textbook (Handbook: A Pocket Style Manual)

**Introduction to Sociology**
- Notes
- Electronic textbook (will require additional browser window be open) or hard copy textbook

**Keyboarding**
- Will need access to Microsoft Word

**Legal Aspects of Fire Service (Instructor: James Utsey)**
- Pen or Pencil
- Calculator

**Macroeconomics**
- Formula Sheet

**Math for Teachers I**
- Paper (provided by proctor)
- Pencil
- Simple add, subtract, multiply, and divide basic calculator (cannot perform fraction operations)
- Proctor should fax scratch paper to 870-574-4520, ATTN: Teresa McLeane.

**Math for Teachers II**
- Paper (provided by proctor)
- Pencil
- Simple add, subtract, multiply, and divide basic calculator (cannot perform fraction operations)
- Formula sheet provided for the students in the course to print
- Proctor should take up scratch paper and fax scratch paper to 870-574-4520, ATTN: Teresa McLeane.

**Medical Assisting**
- Smartbook textbook (will require additional browser window to be open).

**Medical Billing**
- Smartbook textbook (will require additional browser window to be open).

**Medical Coding I**
- Smartbook textbook (will require additional browser window to be open).
Medical Coding II
- Smartbook textbook (will require additional browser window to be open).

Medical Terminology
- Electronic textbook (will require additional browser window be open) or hard copy textbook
- Notes

Medical Transcription I
- Access to Microsoft Word, Windows Media Player or Real Player and headphones
- Medical dictionary

Medical Transcription II
- Access to Microsoft Word, Windows Media Player or Real Player and headphones
- Medical dictionary

Microsoft Word
- Mozilla Firefox or Google Chrome web browser will need to be used for the final exam. Internet Explorer cannot be used to take the final exam. Pop-up blockers need to be disabled.

Music Appreciation
- Electronic textbook (will require additional browser window be open) or hard copy textbook

Nutrition & Diet
- Electronic textbook (may require additional browser window to be open) or hard copy textbook
- Notes

Operations Management
- Workbooks (2)

Physical Science
- Paper (blank)
- Pen or Pencil
- Calculator
- Copy of Periodic Table
- 5”x7” card containing formulas and any other items the student may choose to put on the card
- No items need to be collected by the proctor at the end of the exam

Principles of Accounting I
- Calculator (programmable calculators are not allowed)
- Access to Microsoft Excel

Principles of Accounting II
- Calculator (programmable calculators are not allowed)
- Access to Microsoft Excel

Principles of Inventory Control
- Workbook

Principles of Macroeconomics
- Formula Sheet
Quantitative Analysis
- Pencil
- Paper (provided by proctor)
- Calculator
- Formula/distribution card that came with the textbook (Note: With the implementation of electronic textbook for this course, the students will have this printed out on their own paper.)
- Proctor should take up scratch paper and fax to 870-574-4520

Records & Database Management
- Mozilla Firefox or Google Chrome web browser will need to be used for the final exam. Internet Explorer cannot be used to take the final exam. Pop-up blockers need to be disabled.

Skill Building
- Access to Microsoft Word

Social Problems
- Electronic textbook (will require additional browser window be open) or hard copy textbook
- Notes

Solid Waste Management
- Math formula sheet
- Calculator (basic, scientific or graphing allowed)
- Pen/pencil
- Blank paper (for math calculations to be taken up and thrown away after the test)

Speedbuilding
- Access to Microsoft Word

Technical Math (MATH1003) Unit 1 Exam
- Paper (provided by proctor)
- Calculator (basic, scientific or graphing allowed)
- Formula sheet provided for the students in the course to print
- Pencil
- Proctor should take up scratch paper and fax to 870.574.4520, Attn: Teresa McLeane

Technical Math (MATH1003) Unit 2 Exam
- Paper (provided by proctor)
- Pencil
- Calculator (basic, scientific or graphing allowed)
- Formula sheet provided for the students in the course to print
- Proctor should take up scratch paper and card and fax to 870.574.4520, Attn: Teresa McLeane

Transitional Math I (MATH0133) Unit 1 Exam
- Paper (provided by proctor)
- Pencil
- Calculator
- Formula sheet provided for the students in the course to print
- Proctor should take up scratch paper and fax to 870.574.4520, Attn: Terry Hutson
Transitional Math II (MATH0233) Final Exam
- Paper (provided by proctor)
- Pencil
- Calculator (basic, scientific or graphing allowed)
- Formula sheet provided for the students in the course to print
- Proctor should take up scratch paper and fax to 870.574.4520, Attn: Teresa McLeane

U.S. History I
- Textbook or Electronic textbook (will require additional browser window be open)
- Unit exam review notes (handwritten)

U.S. History II
- Textbook or Electronic Textbook
- Unit exam review notes (handwritten)

Wastewater I
- Math formula sheet
- Calculator (basic, scientific or graphing allowed)
- Pen/pencil
- Blank paper (for math calculations to be taken up and thrown away after the test)

Wastewater II
- Math formula sheet
- Calculator (basic, scientific or graphing allowed)
- Pen/pencil
- Blank paper (for math calculations to be taken up and thrown away after the test)

Water Treatment Tech I
- Math formula sheet
- Calculator (basic, scientific or graphing allowed)
- Pen/pencil
- Blank paper (for math calculations to be taken up and thrown away after the test)

Water Treatment Tech II
- Math formula sheet
- Calculator (basic, scientific or graphing allowed)
- Pen/pencil
- Blank paper (for math calculations to be taken up and thrown away after the test)

World History I
- Electronic textbook (will require additional browser window be open) or hard copy textbook
- Notes

World History II
- Electronic textbook (will require additional browser window be open) or hard copy textbook
- Notes

Writing Workshop (Instructor: Rebecca Hughes)
Dear Student:

Please use this form to provide our office with information regarding the institutional official that you propose to supervise your exam(s).

**NOTE TO STUDENTS RESIDING IN ARKANSAS:** You may choose your exam site from the list of centers on the pages following this form. *A COMPLETED FORM IS NOT REQUIRED FOR STUDENTS TESTING AT THESE PRE-APPROVED ARKANSAS SITES.*

It is your responsibility to contact an official acceptable to the Center for Online Learning at an institution near you and make arrangements for that person to serve as your exam proctor. Proctored exam(s) may be taken under the supervision of postsecondary education officials with the following titles: registrar, dean, or director of testing. A superintendent of schools, principal, librarian, or counselor at an accredited high school, the head librarian at a public library, or (for military students only) the base education officer are acceptable proctors. A commissioned officer whose rank is higher than your own (student and proctor rank must be specified on this form) is also an acceptable proctor for military students. **Proposed proctors must not be a relative of the student or the immediate work supervisor of the student.**

Prior to your exam, you should contact the center that you selected and arrange for a specific date and time to be tested. Some centers may require payment of an exam fee. No exam fee will be charged to students taking their exam on SAU Tech’s main campus. A picture ID will be required in order to be admitted to the testing room.

<table>
<thead>
<tr>
<th>Student Name: __________________________</th>
<th>Student SSN: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Telephone: ____________________</td>
<td>Student E-Mail: _______________________</td>
</tr>
</tbody>
</table>

**EXAM PROCTOR INFORMATION (ALL FIELDS MUST BE COMPLETED).**

<table>
<thead>
<tr>
<th>Proctor Name:</th>
<th>Telephone: ( )</th>
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</thead>
<tbody>
<tr>
<td>Proctor Title:</td>
<td>Proctor Email:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution (College/Other)</th>
<th>Proctor Address (Institution Address Only):</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>City: __________________ State: ______ Zip:</td>
</tr>
</tbody>
</table>

**Read the following paragraphs carefully before signing below:**

Persons approved to proctor exams may choose to delegate their proctoring responsibilities to a subordinate; however, the proctor signing this form agrees to serve as the person solely responsible to the Southern Arkansas University Tech Center for Online Learning for resolution of any issues regarding the conduct of this student’s exams. **Proctoring responsibility must not be delegated to a relative of the student or to the immediate work supervisor of the student.**

Signatures below indicate agreement to adhere to rules provided by the Southern Arkansas University Tech Center for Online Learning regarding exam proctoring.

**Signature:** __________________________ **Signature:** __________________________

Student Proctor

Revised: 1/25/18
<table>
<thead>
<tr>
<th><strong>Arkansas Northeastern College</strong></th>
<th><strong>Arkansas State University – Beebe</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: Tachmonite Butler</td>
<td>Contact Person: Tim Abbott</td>
</tr>
<tr>
<td>Address: 2501 South Division St.</td>
<td>Address: 1000 W. Iowa Street</td>
</tr>
<tr>
<td>Blytheville, AR 72315</td>
<td>Beebe, AR 72012</td>
</tr>
<tr>
<td>Phone/Fax: 870-762-3104/870-780-1233</td>
<td>Phone/Fax: 501-882-8812/501-882-8901</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:tbutler@smail.an.edu">tbutler@smail.an.edu</a></td>
<td>E-Mail: <a href="mailto:tpb@asub.edu">tpb@asub.edu</a></td>
</tr>
<tr>
<td>Hours: Mon.-Fri.: 8:00am-4:30pm</td>
<td>Hours: Mon.-Fri.: 8:00am-5:00pm*</td>
</tr>
<tr>
<td>Fee: None</td>
<td>Fee: $25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Arkansas State University – Mountain Home</strong></th>
<th><strong>Arkansas State University – Newport</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: Karen Telles</td>
<td>Contact Person: Christy Mann</td>
</tr>
<tr>
<td>Address: 1600 South College St., Roller Hall Mountain Home, AR 72653</td>
<td>Address: 7648 Victory Blvd.</td>
</tr>
<tr>
<td>Phone/Fax: (870)508-6209/870-508-6284</td>
<td>Phone/Fax: 870-512-7867/870-512-7870</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:ktelles@asu.edu">ktelles@asu.edu</a></td>
<td>E-Mail: <a href="mailto:christy.mannx@asu.edu">christy.mannx@asu.edu</a></td>
</tr>
<tr>
<td>Appointment: Testing <a href="mailto:Center@asu.edu">Center@asu.edu</a></td>
<td>Hours*: Mon.-Fri.: 8:00am-4:30pm</td>
</tr>
<tr>
<td>Hours: Mon.: closed</td>
<td>Fee: None</td>
</tr>
<tr>
<td>Tue.-Fri.: 9:00am-4:00pm</td>
<td></td>
</tr>
<tr>
<td>Fee: $10 per exam</td>
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<table>
<thead>
<tr>
<th><strong>Arkansas State University – West Memphis Mid-South</strong></th>
<th><strong>Arkansas Tech University</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: Erin Schlauch/ Angela O’Day</td>
<td>Contact Person: Karen Pittman</td>
</tr>
<tr>
<td>Address: 2000 West Broadway West Memphis, AR 72301</td>
<td>Address: 1605 Coliseum Drive Doc Bryan Suite 141</td>
</tr>
<tr>
<td>Phone: 870-733-6790/870-733-6754</td>
<td>Phone/Fax: 479-968-0362x4551/479-968-0375</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:testing@asmidsouth.edu">testing@asmidsouth.edu</a></td>
<td>E-Mail: <a href="mailto:kpittman@atu.edu">kpittman@atu.edu</a></td>
</tr>
<tr>
<td>Hours: Mon.-Thurs.: 9:30am-2:00pm, Fri.: 4:00pm-6:00pm</td>
<td>Hours: Mon.-Fri.: 8:00am-5:00pm</td>
</tr>
<tr>
<td>Fee: $25 per exam, paid to cashier prior to coming to the Learning Success Center</td>
<td>Fee: $25 per exam</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Black River Technical College</strong></th>
<th><strong>College of the Ouachitas</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: Darleen Jansen</td>
<td>Contact Person: Josh Holliman</td>
</tr>
<tr>
<td>Address: P.O. Box 468 Pocahontas, AR 72455</td>
<td>Address: 1 College Circle Malvern, AR 72104</td>
</tr>
<tr>
<td>Phone: 866-890-6933 ext. 4156</td>
<td>Phone: 501-332-0225/501-337-9382</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:darlene.jansen@blackrivertech.edu">darlene.jansen@blackrivertech.edu</a></td>
<td>E-Mail: <a href="mailto:jholliman@coto.edu">jholliman@coto.edu</a></td>
</tr>
<tr>
<td>Hours: Mon.-Thurs.: 8:30am-4:00pm (Closed 12-1 Lunch)</td>
<td>Hours: Mon.-Fri.: 8:00am-4:30pm</td>
</tr>
<tr>
<td>*Testing Room # BT 101</td>
<td>Fee: None</td>
</tr>
<tr>
<td>Fee: None</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Cossatot Community College UofA (All Campuses)</strong></th>
<th><strong>East Arkansas Community College</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: Christine Vertiz</td>
<td>Contact Person: Marilyn Hawkins</td>
</tr>
<tr>
<td>Address: P.O. Box 960 DeQueen, AR 71832</td>
<td>Address: 1700 Newcastle Road Forrest City, AR 72335</td>
</tr>
<tr>
<td>Phone/Fax: 870-584-4471 ext. 1131/870-642-5510</td>
<td>Phone/Fax: 870-633-4480 ext. 302/870-633-3840</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:cvertiz@ccuca.edu">cvertiz@ccuca.edu</a></td>
<td>E-Mail: <a href="mailto:mhawkins@eacc.edu">mhawkins@eacc.edu</a></td>
</tr>
<tr>
<td>Hours*: Vary based on location</td>
<td>Hours*: Mon.-Fri.: 8:00am-4:30pm</td>
</tr>
<tr>
<td>Fee: $5 per test</td>
<td>*Other Hours: By Appointment</td>
</tr>
<tr>
<td></td>
<td>Fee: None</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Harding University</strong></th>
<th><strong>Henderson State University</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: Tina Gould</td>
<td>Contact Person: Geraldian Morris</td>
</tr>
<tr>
<td>Address: HU Box 12291 Searcy, AR 72149</td>
<td>Address: 1100 Henderson Street Arkadelphia, AR 71999-0001</td>
</tr>
<tr>
<td>Phone/Fax: 501-279-4415/501-279-4444</td>
<td>Phone/Fax: 870-230-5470/870-230-5484</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:tpoul1@harding.edu">tpoul1@harding.edu</a></td>
<td>E-Mail: <a href="mailto:morrisg@hsu.edu">morrisg@hsu.edu</a></td>
</tr>
<tr>
<td>Hours: Mon.-Fri.: 8:00am-5:00pm</td>
<td>Hours*: Mon.-Fri.: 8:00am-5:00pm</td>
</tr>
<tr>
<td>Fee: $15 per test (Harding Students)</td>
<td>Fee: 1 exam $20, 2 or more exams $15 each</td>
</tr>
<tr>
<td>$25 per test (Non-Harding Students)</td>
<td></td>
</tr>
</tbody>
</table>
National Park College
Contact Person: Suzy Still
Address: 101 College Drive
Hot Springs, AR 71913
Phone/Fax: 501-760-4376/501-760-6415
E-Mail: testingcenter@np.edu
Hours: Mon. - Thurs.: 8:00am-4:30pm
Select Saturdays (see website: www.np.edu)
Fee: $25 (Non-NPC Students)

Northwest Arkansas Community College
Contact Person: Jennifer Ockinga
Address: One College Drive, Student Center Room 306
Bentonville, AR 72712
Phone/Fax: 479-986-4078/479-619-2223
E-Mail: assessment@nwacc.edu
Hours: Call for Appointment
Fee: $35 per exam

Phillips Community College of the University of Arkansas
Contact Person: Reishunda Trancy (Helena Campus)
Address: 1000 Campus Drive
Heavena, AR 72342
Phone/Fax: 870-338-6474 ext. 1178/870-338-7542
E-Mail: rtrancy@pccua.edu (cell 870-995-9091)
Hours: Mon.-Fri.: 8:00am-4:30pm
Fee: None

Phillips Community College of the University of Arkansas
Contact Person: Scarlet Lamb (DeWitt Campus)
Address: 1210 Rice Belt Avenue
DeWitt, AR 72042
Phone/Fax: 870-946-3506 ext. 1620/870-673-8166
E-Mail: scarlet@pccua.edu
Hours*: Mon.-Thurs.: 8:00am-8:00pm
Fri.: 8:00am-1:30pm
*Summer hours vary.
Fee: None

Southeast Arkansas College
Contact Person: Kimberly Williams
Address: 1900 Hazel Street
Pine Bluff, AR 71602
Phone: 870-850-4815
E-Mail: kwilliams@saumag.edu
Reg. Hours: Mon.-Thurs.: 7:30am-8:00pm
Fri.: 7:30am-5:00pm
Summer Hours: Mon.-Thurs.: 7:00am-8:00pm
Fri., Sat., & Sun.: Closed
Fee: None

Southern Arkansas University Tech
Contact Person: Debra Riggs
Address: 6415 Spellman Road
Camden, AR 71701
Phone/Fax: 870-574-4486/870-574-4727
E-Mail: driggs@sautech.edu
Hours*: Mon.-Thurs.: 7:30am-5:00pm
Fri.: 7:30am-11:30am
*Summer hours may vary.
Fee: None

North Arkansas College
Contact Person: Mark Robinson
Address: 1515 Pioneer Drive
Harrison, AR 72601
Phone: 870-391-3533
E-Mail: certcenter@northark.edu
Hours*: Mon.-Fri.: 8:00am-5:00pm
*Summer hours vary.
Fee: None

Ozarka College
Contact Person: Joshua Wilson
Address: P.O. Box 10/218 College Drive
Melbourne, AR 72556
Phone/Fax: 870-368-2027/870-369-2091
E-Mail: jwilson@ozarka.edu
Hours: Mon.-Fri.: 8:00am-4:30pm
Fee: None

South Arkansas Community College
Contact Person: Casey Martin
Address: 300 South West Avenue
El Dorado, AR 71730
Phone/Fax: 870-864-7196/870-864-7137
E-Mail: cmartin@southark.edu
Hours: Mon.-Thurs.: 8:00am-5:30pm
Fee: None

Southern Arkansas University
Contact Person: Paula Washington-Woods
Address: 100 E. University
Magnolia, AR 71753
Phone/Fax: 870-235-4145/870-235-5096
E-Mail: pwwoods@saumag.edu
Hours*: Mon.-Fri.: 8:00am-5:00pm
*Summer hours may vary.
Fee: None

University of Arkansas Pulaski Technical College
Contact Person: Ron Hudson
Address: 3000 West Scenic Drive
North Little Rock, AR 72118
Phone/Fax: 501-812-2231
E-Mail: testingcenter@pulaskitech.edu
http://www.pulaskitech.edu
Hours: Tues.: 8:30am-8pm (must be signed in by 5pm)
Wed.: 8:30am-4pm (must be signed by 1pm)
1st Sat. or each month: 9am-1pm (must be signed by 10am)
Fee: $35 per visit No walk ins
*Appointments have to be made a week in advance.

Revised: 1/25/18
University of Arkansas Community College at Morrilton
Contact Person: Shael McDonald
Address: 5210 Grand Ave., Fort Smith, AR 72913
Phone: 479-788-7682
Fax: 479-424-6662
E-Mail: testing@uafs.edu
Hours: Mon.-Thurs.: 8:00am-6:00pm
Fri.: 8:00am-5:00pm
Fee: $30 per exam

University of Arkansas Monticello
Contact Person: Roberta Thomas, Interim Director
Address: Testing Center, Harris Hall Rm 224
Monticello, AR 71656
Phone/Fax: 870-460-1454/870-460-1453
E-Mail: thomasr@uamont.edu
Hours*: Mon.-Fri.: 8:00am-4:30pm(Fall & Spring)
Mon.-Fri.: 7:30am-5:00pm(Summer)
Fee: $20 per exam

University of Arkansas Rich Mountain
Contact Person: Pamela Barron
Address: 1100 College Drive
Mena, AR 71953
Phone/Fax: 479-394-7622 ext. 1422/479-394-5329
E-Mail: pbarron@rmcc.edu
Hours: *Mon-Thurs.: 10:00am-6:30pm
Fri.: 8:00am-3:30pm
*Summer hours differ
Fee: $30 per exam

UAM College of Technology – Crossett
Contact Person: Lisa Riels
Address: 1326 Hwy 52 W
Crossett, AR 71635
Phone/Fax: 870-612-2110/870-793-4988
E-Mail: rielslg@uamont.edu
Hours: Mon.-Fri.: 8:00am-4:30pm (Fall & Spring)
Mon.-Fri.: 7:30am-5:00pm (Summer)
Fee: $20 for first exam; $10 for each additional exam

University of Arkansas Community College at Batesville
Contact Person: Sherrie Stagner & Brittney Tucker
Address: P.O. Box 3350
Batesville, AR 72503
Phone/Fax: 870-460-2024/870-364-5707
E-Mail: sstagner@uaccb.edu,
brbritney.tucker@uaccb.edu
Hours: Mon.-Fri.: 8:00am-5:00pm
Fee: $25 per test (Effective: 07/01/2013)

University of Arkansas Rich Mountain
Contact Person: Tammy Sherrill
Address: Waldron Center
Waldron, AR 72958
Phone/Fax: 479-637-5502/479-637-4962
E-Mail: tserrill@rmcc.edu
Hours: *Mon-Thurs.: 8:00am-4:30pm
Fri.: 8:00am-3:30pm
*Summer hours differ
Fee: $30 per exam

UAM College of Technology – McGehee
Contact Person: Linda Branch
Address: 1609 East Ash Street
McGehee, AR 71654
Phone/Fax: 870-222-5360, ext. 5219/870-222-1105
E-Mail: branchl@uamont.edu
Hours: Mon.-Fri.: 8:00am-4:30pm (Fall & Spring)
Mon.-Fri.: 7:30am-5:00pm (Summer)
Fee: $20 for first exam; $10 for each additional exam

U of A Community College at Hope - Hope Campus
Contact Person: Leigh Quillin
Address: 2500 South Main
Hope, AR 71802
Phone/Fax: 870-722-8247/870-722-8161
E-Mail: leigh.quillin@uaccch.edu
Hours: Mon.-Fri.: 8:00am-4:30pm
Fee: $15.00 per exam for non-UAAHT

University of Arkansas Community College at Morrilton
Contact Person: Aaron Spivey
Address: 1537 University Blvd.
Morrilton, AR 72110
Phone/Fax: 501-977-2060/501-354-9948
E-Mail: spivey@uaccmc.edu
Hours: Mon.-Fri.: 8:00am-4:30pm
Fee: $25 per visit

University of Arkansas Community College at Batesville
Contact Person: Misty Hughes
Address: 3501 U of A Way
Texarkana, AR 71854
Phone: 1-866-963-5060
E-Mail: misty.hughes@uaccch.edu
Hours: Mon.-Fri.: 8:00am-4:30pm
Fee: $15.00 per exam for non-UAAHT

University of Arkansas Fayetteville
Contact Person: Dr. Yassaman Mirdamadi
Address: 97 N. Razorback Road
1 University of Arkansas
Fayetteville, AR 72701
Phone/Fax: 479-575-3948/479-575-4608
E-Mail: ymirdam@uark.edu
Hours: Mon.-Fri.: 8:00am-5:00pm
Fee: $50

University of Arkansas Rich Mountain
Contact Person: Nancy Booth
Address: 117 Ray Drive
Mount Ida, AR 71957
Phone/Fax: 870-867-5264/870-867-5185
E-Mail: nbooth@rmcc.edu
Hours*: *Mon-Thurs.: 8:00am-4:30pm
Fri.: 8:00am-3:30pm
*Summer hours differ
Fee: $30 per exam

U of A Community College at Hope - Texarkana Campus
Contact Person: Misty Hughes
Address: 3501 U of A Way
Texarkana, AR 71854
Phone: 1-866-963-5060
E-Mail: misty.hughes@uaccch.edu
Hours: Mon.-Fri.: 8:00am-4:30pm
Fee: $15.00 per exam for non-UAAHT

Revised: 1/25/18
University of Central Arkansas
Contact Person: Courtney Dycus/Carrie Hardin
Address: 201 Donaghey
Conway, AR 72035
Phone/Fax: 501-450-3209/501-450-3259
E-Mail: cdycus@uca.edu or chardin@uca.edu
Hours: Mon.-Fri.: 8:00am-4:30pm
Fee: $25 per exam (Non-UCA Students)

University of the Ozarks
Contact Person: Phyllis Parsons
Address: 415 N College Avenue
Clarksville, AR 72830
Phone: 479-979-1442
E-Mail: pparsons@ozarks.edu
Hours*: Mon.-Fri.: 8:00am-4:30pm
Fee: $25 per test

Note: Students who have three (3) or more final exams may obtain permission from the Vice Chancellor for Academics (Valerie Wilson, vwilson@sautech.edu, 870-574-4514) to have the deadline for completing finals extended. This permission must be obtained at least two (2) weeks prior to the last day to take final exams.

*Black River Technical College

*Black River Technical College located in the Richard Gains Business Technology, Room BT 101

Directions: Take highway 67 to Pocahontas. Turn East on Highway 304, at the red light intersection of highway 67 and Highway 304. Go about 2/10ths of a mile and turn into the (5) fifth Black River Technical College driveway, College Drive. You will pass between the RCDC building and the LETA building (building with a half dome roof) you will travel down this road to Parking Lot (F) You will enter thru the Double doors at the Richard Gaines Business Technology Building. Once you enter these double doors you will walk down the hallway to the end of hallway, turn Right to the Next hallway. Take another Right (by the Student Lounge) Continue down hallway go thru the Double Wooden doors, on your right. Last Computer Lab/Testing room will be on your Left. There are Blue arrows directing you (Pearson VUE Testing) BT 101.

Please remember to bring all Identification, including a Photo ID with you.

Monday thru Thursday (Campus is Closed on Fridays) Office Hours 8:30am-12:00 (Closed 12-1 for Lunch) 1-4pm * Phone: (866)-890-6933 / (870) 248-4000 ext. 4156 office/ email: darlene.jansen@blackrivertech.edu *All subject to change Thank you for choosing our Pocahontas BRTC Pearson VUE Testing Center. If you have any questions please feel free to contact Ms. Darlene Jansen, Test Administrator