



**Taking Online Exams  
At**

**Southern Arkansas University Tech (SAUT)**

**Introduction**

Some exams of SAU Tech'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/>.

To schedule your proctored exam with the **SAU Tech Testing Center**, please contact Debra Riggs, 870-574-4486 or [driggs@sautech.edu](mailto:driggs@sautech.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](mailto: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. 2/7/2019)

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

### **Basic Pharmacology**

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

### **Business Continuity and Disaster Recovery**

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

### **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, scan and email to the students instructor
  - Dr. Terry Hutson – [thutson@sautech.edu](mailto:thutson@sautech.edu)

### **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, scan and email to the students instructor
  - Dr. Terry Hutson – [thutson@sautech.edu](mailto:thutson@sautech.edu)

### **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

### **Criminal Evidence Procedures**

- Textbook or Electronic textbook (may require additional browser window be open)
- Notes

### **Criminal Investigations**

- Textbook or Electronic textbook (may require additional browser window be open)
- Notes

### **Criminal Law**

- Textbook or Electronic textbook (may require additional browser window be open)
- Notes

### **Developmental Psychology**

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

### **Distribution & Logistics**

- Notes
- Participant Workbook

### **Electronic Health Records**

- Smartbook textbook (will require additional browser window be open)

### **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 and 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**

- Pen or Pencil
- Calculator
- Blank paper

### **Fire Arson Investigation**

- Pen or Pencil
- Calculator
- Blank paper

### **Fire Prevention**

- 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 Criminal Justice**

- Textbook or Electronic textbook (may require additional browser window be open)
- Notes

### **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**

- 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 Healthcare Professionals**

- Scratch Paper (provided by proctor and disposed of after exam)
- Pencil
- Calculator
- Textbook

### **Math for Teachers I**

- Paper (provided by proctor)
- Pencil
- Simple add, subtract, multiply, and divide basic calculator (cannot perform fraction operations)
- Proctor should take up scratch paper, scan and email to the students instructor
  - Sandi Daniels – [sdaniel@sautech.edu](mailto:sdaniel@sautech.edu)

### **Math for Teachers II**

- Paper (provided by proctor)
- Pencil
- Simple add, subtract, multiply, and divide basic calculator (cannot perform fraction operations)
- Proctor should take up scratch paper, scan and email to the students instructor
  - Sandi Daniels – [sdaniel@sautech.edu](mailto:sdaniel@sautech.edu)

### **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 and II**

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

### **Medical Office Administration**

- 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

### **Microsoft PowerPoint**

- 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.

### **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)

### **Personal and Community Health**

- Textbook or Electronic textbook (may require additional browser window be open)
- Notes

### **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

### **Plane Trigonometry**

- Paper (provided by proctor)
- Pencil
- Calculator
- Formula sheet provided for the students in the course to print
- Proctor should take up scratch paper, scan and email to the students instructor
  - Sandi Daniel – [sdaniel@sautech.edu](mailto:sdaniel@sautech.edu)

### **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

### **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, scan and emailed to the students instructor
  - Kyra Jerry – [kjerry@sautech.edu](mailto:kjerry@sautech.edu)

### **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, scan and emailed to the students instructor
  - Kyra Jerry – [kjerry@sautech.edu](mailto:kjerry@sautech.edu)

### **U.S. History I and II**

- Textbook or Electronic textbook (will require additional browser window be open)
- Unit exam review notes (handwritten)

### **Wastewater I and 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 and 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 and II**

- Textbook or Electronic Textbook (will require additional browser window be open)
- Unit exam review notes (handwritten)

### **Writing Workshop (Instructor: Rebecca Hughes)**

- Handbook: A Pocket Style Manual





Exam Proctor Form

Dear Student:

Please use this form to provide the Center for Online Learning with information regarding the institutional official that you propose to supervise your exam(s). The form can be emailed to wblrng@sautech.edu or fax to 870-574-4520.

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.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_
Student Email: \_\_\_\_\_ Student Phone: \_\_\_\_\_

EXAM PROCTOR INFORMATION (ALL FIELDS MUST BE COMPLETED).

Table with fields for Proctor Name, Phone, Proctor Title, Email, Institution, Institution Address, City, State, Zip.

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: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Proctor

**Approved Proctor Sites**  
(Revised: 2/7/2019)

**Arkansas Northeastern College**

Contact Person: Tachmonite Butler  
Address: 2501 South Division St.  
Blytheville, AR 72315  
Phone/Fax: 870-762-3104/870-780-1233  
E-Mail: [tbutler@smail.anc.edu](mailto:tbutler@smail.anc.edu)  
Hours: Mon.-Fri.: 8:00am-4:30pm  
Fee: None

**Arkansas State University – Mountain Home**

Contact Person: Karen Telles  
Address: 1600 South College St., Roller Hall  
Mountain Home, AR 72653  
Phone/Fax: (870)508-6209/870-508-6284  
E-Mail: [ktelles@asumh.edu](mailto:ktelles@asumh.edu)  
Appointment: [Testing\\_Center@asumh.edu](mailto:Testing_Center@asumh.edu)  
Hours: Mon.: closed  
Tue.-Fri.: 9:00am-4:00pm  
Fee: \$10 per exam

**Arkansas State University – West Memphis Mid-South**

Contact Person: Erin Schlauch/  
Angela O'Day  
Address: 2000 West Broadway  
West Memphis, AR 72301  
Phone: 870-733-6790/870-733-6754  
E-Mail: [testing@asumidsouth.edu](mailto:testing@asumidsouth.edu)  
Hours: Mon.-Thurs.: 9:30am-2:00pm  
4:00pm-6:00pm  
Fri.: Closed  
Fee: \$25 per exam, paid to cashier prior to coming to the Learning Success Center

**\*Black River Technical College**

Contact Person: Darleen Jansen  
Address: P.O. Box 468  
Pocahontas, AR 72455  
Phone: 866-890-6933 ext. 4156  
E-Mail: [darlene.jansen@blackrivertech.edu](mailto:darlene.jansen@blackrivertech.edu)  
Hours: Mon.-Thurs.: 8:30am-4:00pm (Closed 12-1 Lunch)  
\*Testing Room # BT 101  
Fee: None

**Cossatot Community College UofA (All Campuses)**

Contact Person: Christine Vertiz  
Address: P.O. Box 960  
DeQueen, AR 71832  
Phone/Fax: 870-584-4471 ext. 1131/870-642-5510  
E-Mail: [cvertiz@cccua.edu](mailto:cvertiz@cccua.edu)  
Hours\*: Vary based on location  
Fee: \$5 per test

**Harding University**

Contact Person: Tina Gould  
Address: HU Box 12291  
Searcy, AR 72149  
Phone/Fax: 501-279-4415/501-279-4444  
E-Mail: [tgould1@harding.edu](mailto:tgould1@harding.edu)  
Hours: Mon.-Fri.: 8:00am-5:00pm  
Fee: \$15 per test (Harding Students)  
\$25 per test (Non-Harding Students)

**Arkansas State University – Beebe**

Contact Person: Tim Abbott  
Address: 1000 W. Iowa Street  
Beebe, AR 72012  
Phone/Fax: 501-882-8812/501-882-8901  
E-Mail: [tpabbott@asub.edu](mailto:tpabbott@asub.edu)  
Hours: Mon.-Fri.: 8:00am-5:00pm\*  
\*Students must have an appointment prior to testing.  
Fee should be paid at the Cashier's office in the State Hall building.  
Fee: \$25

**Arkansas State University – Newport**

Contact Person: Christy Mann  
Address: 7648 Victory Blvd.  
Newport, AR 72212  
Phone/Fax: 870-512-7867/870-512-7870  
E-Mail: [christy\\_mann@asun.edu](mailto:christy_mann@asun.edu)  
Hours\*: Mon.-Fri.: 8:00am-4:30pm  
Fee: None

**Arkansas Tech University**

Contact Person: Karen Pittman  
Address: 1605 Coliseum Drive  
Doc Bryan Suite 141  
Russellville, AR 72801  
Phone/Fax: 479-968-0382x4551/479-968-0375  
E-Mail: [kpittman@atu.edu](mailto:kpittman@atu.edu)  
Hours: Mon.-Fri.: 8:00am-5:00pm  
Fee: \$25 per exam

**College of the Ouachitas**

Contact Person: Josh Holliman  
Address: 1 College Circle  
Malvern, AR 72104  
Phone: 501-332-0225/501-337-9382  
E-Mail: [jholiman@coto.edu](mailto:jholiman@coto.edu)  
Hours: Mon.-Fri.: 8:00am-4:30pm  
Fee: None

**East Arkansas Community College**

Contact Person: Marilyn Hawkins  
Address: 1700 Newcastle Road  
Forrest City, AR 72335  
Phone/Fax: 870-633-4480 ext. 302/870-633-3840  
E-Mail: [mhawkins@eacc.edu](mailto:mhawkins@eacc.edu)  
Hours\*: Mon.-Fri.: 8:00am-4:30pm  
\*Other Hours: By Appointment  
Fee: None

**Henderson State University**

Contact Person: Geraldean Morris  
Address: 1100 Henderson Street  
Arkadelphia, AR 71999-0001  
Phone/Fax: 870-230-5470/870-230-5484  
E-Mail: [morrisg@hsu.edu](mailto:morrisg@hsu.edu)  
Hours\*: Mon.-Fri.: 8:00am-5:00pm  
Closed for lunch: 12:00-1:00pm  
Fee: 1 exam \$20, 2 or more exams \$15 each

**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](mailto:testingcenter@np.edu)  
 Hours: Mon. - Thurs.: 8:00am-4:30pm  
 Select Saturdays (see website:  
[www.np.edu](http://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](mailto: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  
 Helena, AR 72342  
 Phone/Fax: 870-338-6474 ext. 1178/870-338-7542  
 E-Mail: [trancy@pccua.edu](mailto:trancy@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](mailto: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@seark.edu](mailto:kwilliams@seark.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](mailto:driggs@sautech.edu)  
<http://www.sautech.edu/current/testing.aspx>  
 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](mailto: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](mailto:jwilson@ozarka.edu)  
 Hours: Mon.-Fri.: 8:00am-4:30pm  
 Fee: None

**Phillips Community College of the University of Arkansas**

Contact Person: Valerie Colvin (Stuttgart Campus)  
 Address: 2807 Hwy 165S, Box A  
 Stuttgart, AR 72160  
 Phone/Fax: 870-673-4201 ext. 1813/870-673-8166  
 E-Mail: [vcolvin@pccua.edu](mailto:vcolvin@pccua.edu)  
 Hours\*: Mon.-Thurs.: 8:00am-8:00pm  
 Fri.: 8:00am-1:30pm  
 \*Summer hours vary  
 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](mailto: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](mailto: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@uaptc.edu](mailto:testingcenter@uaptc.edu)  
[rhudson@uaptc.edu](mailto:rhudson@uaptc.edu)  
 Hours: Tues.: 8:30am-8pm (must be signed in by 5pm)  
 Wed.: 8:30am-4pm (must be signed by 1pm)  
 1<sup>st</sup> 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.

**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](mailto:pbarron@rmcc.edu)  
 Hours: \*Mon-Thurs.: 10:00am-6:30pm  
 Fri.: 8:00am-3:30pm  
 \*Summer hours differ  
 Fee: \$30 per exam

**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](mailto:nbooth@rmcc.edu)  
 Hours\*: \*Mon-Thurs.: 8:00am-4:30pm  
 Fri.: 8:00am-3:30pm  
 \*Summer hours differ  
 Fee: \$30 per exam

**University of Arkansas Rich Mountain**

Contact Person: Tammye Sherrill  
 Address: Waldron Center  
 Waldron, AR 72958  
 Phone/Fax: 479-637-5502/479-637-4962  
 E-Mail: [tsherrill@rmcc.edu](mailto:tsherrill@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 – Crossett**

Contact Person: Lisa Riels  
 Address: 1326 Hwy 52 W  
 Crossett, AR 71635  
 Phone/Fax: 870-460-2024/870-364-5707  
 E-Mail: [rielslg@uamont.edu](mailto: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

**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](mailto: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

**University of Arkansas Community College at Batesville**

Contact Person: Sherrie Stagner & Brittney Tucker  
 Address: P.O. Box 3350  
 Batesville, AR 72503  
 Phone/Fax: 870-612-2110/870-793-4988  
 E-Mail: [sherrie.stagner@uaccb.edu](mailto:sherrie.stagner@uaccb.edu),  
[brittney.tucker@uaccb.edu](mailto:brittney.tucker@uaccb.edu)  
 Hours: Mon.-Fri.: 8:00am-5:00pm  
 Fee: \$25 per test (Effective: 07/01/2013)

**U of A Community College at Hope - Hope Campus**

Contact Person: Steven Ogden  
 Address: 2500 South Main  
 Hope, AR 71802  
 Phone/Fax: 870-722-8247/870-722-8161  
 E-Mail: [steven.ogden@uacch.edu](mailto:steven.ogden@uacch.edu)  
 Hours: Mon.-Fri.: 8:00am-4:30pm  
 Fee: \$15.00 per exam for non-UAHT

**U of A Community College at Hope - Texarkana Campus**

Contact Person: Steven Ogden  
 Address: 3501 U of A Way  
 Texarkana, AR 71854  
 Phone: 1-866-963-5060  
 E-Mail: [steven.ogden@uacch.edu](mailto:steven.ogden@uacch.edu)  
 Hours: Mon.-Fri.: 8:00am-4:30pm  
 Fee: \$15.00 per exam for non-UAHT

**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@uaccm.edu](mailto:spivey@uaccm.edu)  
 Hours: Mon.-Fri.: 8:00am-4:30pm  
 Fee: \$25 per visit

**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](mailto:ymirdam@uark.edu)  
 Hours: Mon.-Fri.: 8:00am-5:00pm  
 Fee: \$50

**University of Arkansas-Fort Smith**

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](mailto: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](mailto: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 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](mailto:cdycus@uca.edu) or [chardin@uca.edu](mailto: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](mailto:pparsons@ozarks.edu)  
 Hours\*: Mon.-Fri.: 8:00am-4:30pm  
 \*Other hours available by appt.  
 Fee: \$25 per test

**For Military Students****Army National Guard  
Camp Joseph T Robinson**

Contact Person: Trichell Harden, SSG, AR ARNG - Guidance Counselor  
 Latasha A. Ketchum, MAJ, AG, ARNG – State Education Services Officer  
 Address: 4726 Camp Robinson Rd  
 BLDG 6401  
 North Little Rock, AR 72199  
 Phone/Fax: 501-212-4011 or 501-212-4021  
 E-Mail: [trichell.n.harden.mil@mail.mil](mailto:trichell.n.harden.mil@mail.mil) or [latasha.a.ketchum.mil@mail.mil](mailto:latasha.a.ketchum.mil@mail.mil)  
 Hours: Mon.-Fri.: 8:00am-4:30pm  
 Fee: None

**Note: Students who have three (3) or more final exams may obtain permission from the Vice Chancellor for Academics (Valerie Wilson, [vwilson@sautech.edu](mailto: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](mailto: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