Northeast State Community College  
Distance Learning Examination Form

As a public service, Northeast State proctors examinations for distance learners from other institutions with the following conditions:

1. Proctoring is available on the Blountville campus by appointment. Testing will take place in the Testing Center, C2106, in the General Studies Building.
2. Students must forward this form to the home institution to have them provide instructions, passwords, etc. for online tests or to mail paper tests.
3. Home institutions may email passwords, links, testing directions to testing@NortheastState.edu
4. Tests, answer sheets, or other documents cannot be faxed to the home institution. They can be scanned.
5. Testing Center staff cannot make trips to the post office, UPS, or FEDEX. Postage is the responsibility of the home institution or the student.

Scheduling a Test Date and Test Date Information
1. Once Northeast State has been approved as a testing site, go online to www.NortheastState.edu/testing to schedule a test date and complete personal, school and course information.
2. There is charge of $25.00 for each proctored exam payable to Northeast State.
3. Pay the fee at Northeast State’s Cashier window inside the Office of Admissions and Records, P203, in the James Pierce Building prior to the test administration.
4. On test day, you must present an official photo I.D. (driver’s license) and the fee receipt in order to take the test.

Mail Paper-Based Examinations to:

Testing Services  
Northeast State Community College  
P.O. Box 246  
2425 HWY 75  
Blountville, TN 37617-0246  
423.323.0211  
Email questions and concerns to testing@NortheastState.edu