

# Germanna Community College Proctoring Procedures

Germanna Community College provides proctoring services to students who are taking Distance Learning and Independent Study courses at other colleges and universities. These services are free of charge and are conducted in Germanna's Testing Center.

In order to have your test proctored here, you must complete a Proctor Request Form, and have this on file before we can administer you your test. I separate Proctor Request Form must be filled out for each class that has a test you wish to have proctored at Germanna Community College, and you must list all tests that the Testing Center should be expecting to receive.

You will also need to contact your institution for any information they require from us (like proctor verification forms that we must complete and return). You are responsible for making the arrangements through your college, paying any fees they may charge, and verifying with the Testing Center before you arrive to take your test(s).

The Testing Center contact information can be found below.

## Fredericksburg Area Campus

**Stephanie Wilkins**  
**Academic Computing Center Coordinator**

Germanna Community College  
10000 Germanna Point Drive  
Fredericksburg, VA 22408

**Telephone:**

(540) 891-3009

**Fax:**

(540) 891-3060

**Email:**

[proctor@germanna.edu](mailto:proctor@germanna.edu)

## Locust Grove Area Campus

**Laura Brown, Ella Gilliam**  
**Testing Center Assistants**

Germanna Community College  
2130 Germanna Highway  
Locust Grove, VA 22508

**Telephone:**

(540) 423-9147

**Fax:**

(540) 423-9159

**Email:**

[lgctesting@germanna.edu](mailto:lgctesting@germanna.edu)

If you have any questions or concerns regarding the Testing facility or its procedures, please feel free to contact us. Thank you for making Germanna the choice for your proctoring needs. We wish you success in achieving your academic goals!