

# Distance Exam Proctoring Registration Instructions

1. Distance Exam Proctoring registration is online at our website [www.education.edu/testing](http://www.education.edu/testing).
2. Near the top of the page you will see a button titled "SCHEDULE AN EXAM." Click this button.
3. You will see a list of exam registration steps. For **Choose a group** and **Choose an exam**, select **Distance Exam Proctoring (0-4 Hours)**, if your exam length falls within that time period or is an untimed exam, or select **Distance Exam Proctoring (4-8 Hours)**, if your exam length falls within that time period.
4. You will need to choose an exam day/time and complete the registration process.
5. For additional information, please click **About** at the right side of the page or go to [www.registerblast.com/roanoke/Home/Tab/87](http://www.registerblast.com/roanoke/Home/Tab/87).
6. After you register for your Distance Exam Proctoring, you will need to contact your school and have them send the exam materials/instructions either by email ([carla.jackson@education.edu](mailto:carla.jackson@education.edu)), by fax (540-767-6012), or by mail at

Attn: Carla Jackson  
Roanoke Higher Education Center  
108 N. Jefferson St.  
Suite 216  
Roanoke, VA 24016

If you have any questions, please contact Carla Jackson at 540-767-6010 or email us at [testing@education.edu](mailto:testing@education.edu).

**Additional Information:** If you attend an out-of-state college or university, a college that does not provide testing services, or participate in a distance learning program, the Educational Testing Center will proctor your exam. If documentation is required from our office as an agreement for proctoring services, we advise you to bring or fax (540-767-6012) the paperwork to our office well in advance of the test date.

The RHEC Educational Testing Center is a member of the Consortium of College Testing Centers (CCTC), a national group of college and university test centers that have come together to support distance learning by offering secure, comfortable testing conditions.

**Distance Exam Proctoring is a service we provide for a \$28.50 fee per examination lasting up to four hours or untimed. The fee is \$53.50 for exams four hours and over. This fee is non-refundable.**