



UNIVERSITY of HAWAI'I  
WEST O'AHU

**NON-UH SYSTEM PROCTORING FEE FORM**

Non-UH System Policies and Procedures:

- The standard UH system-wide proctoring fee is \$25, per test, per hour. The fee is determined by the time allowed designated in the exam guidelines. (For example, if your instructor designates that a student has 1 hour 15 minutes to complete the exam, the proctoring charge is \$50)
- Proctoring fees are required prior to exam administration. Payment forms are accepted in cash, money order, cashier's check, credit card and debit card. Personal Checks must be received (1) month prior to the test date.
- The UHWO Cashier's office is open: Monday – Thursday 8am – 4pm and Friday 8am – 3pm.
- All appointments must be made (2) weeks in advance. Appointments made after the (2) week period are considered RUSH appointments and may not be accommodated.
- Appointments are required and considered tentative until your institution (via your instructor or institution) sends your test materials.
- It is the student's responsibility to provide their course instructor or institution with the necessary UHWO documents.
- Valid photo ID required (e.g. State Driver License, State Identification Card, Passport)
- Student must abide by all UHWO Rules and Regulations
- ADA accommodations are provided with proper documentation from campus ADA Coordinator

<b>Non-UH System Tests</b>	
Name:	Institution:
Course Name & Number:	Instructor Name:
Appointment Date:	Appointment Time:
<b>Non-UH System Placement Tests</b>	
Name:	Phone:
<input type="checkbox"/> Math <input type="checkbox"/> Writing <input type="checkbox"/> Other _____	Test Date:
Placement Scores will be scanned and emailed to the person(s) listed below if a Remote Test is not set up	
Name:	Email Address:

Cashier's Office Non-UH System Proctor Fees		
<input type="checkbox"/> \$25 x _____ hour(s) = \$ _____	Total Paid:	Processed By:
Non-UH System Placement Tests		
<input type="checkbox"/> \$25 x 1 (Math or Writing or Reading) = \$25	Total Paid:	Processed By:
<input type="checkbox"/> \$25 x 2 (Math & Writing) = \$50	Total Paid:	Processed By:
<input type="checkbox"/> \$25 x 3 (Math & Writing & Reading) = \$75	Total Paid:	Processed By: