

# Molokai Education Center

## Proctor Procedures for Institution

1. The Proctor will schedule proctored exams during the times of 9:00 AM-3:00 PM; Mondays through Fridays based on availability of staff, testing rooms and computer resources as needed.
2. The Proctor or other UH Maui College, Molokai staff member will inform the student requesting a proctor of the testing fees:
  - a. Proctor fee is \$25.00 per hour of exam. There are no partial or pro-rated fees. Payment for exams are based on the pre-allotted time given.
  - b. UH Maui College, Molokai will accept cash, checks (personal, cashier's, travelers) and money orders payable to UH Maui College for the exact amount. Payment must be made before proctoring of test,
3. All exams should arrive well before the exam date but no later than one week prior to the administration of the exam.

Exams sent via the US Postal Service should be mailed to:

UH Maui College, Molokai  
ATTN: Theresa Tamanaha  
P. O. Box 440  
Kaunakakai, HI. 96748

Exams sent via UPS, FedEx, or DHL should use the follow address:

UH Maui College, Molokai  
ATTN: Theresa Tamanaha  
375 Kamehameha V. Hwy.  
Kaunakakai, HI. 96748

Exams sent via email should use the following address:

[molokai@hawaii.edu](mailto:molokai@hawaii.edu)

4. The Proctor will notify the student to advise them that the exam has arrived.
5. The Proctor will use a sign in sheet to keep track of the student's name, date, type of test to be taken and time allotted.
6. After the student has completed the exam, the Proctor will return the exams per instructions from the requesting institution.
7. Contact number (808) 553-4490, ext. 5.