

# TESTING CENTER



UNIVERSITY OF  
SOUTH DAKOTA

**Students should turn in proctor forms within the first two weeks of each semester**

## **When students do and do not need to turn in a proctor form:**

- Students taking any on campus classes and/or living in Vermillion or the surrounding area:
  - Must test at the USD Vermillion Testing Center
  - Do not need to turn in a proctor form but MUST email us at: [testingcenter@usd.edu](mailto:testingcenter@usd.edu) to keep us informed
  - Must make an appointment at: [www.registerblast.com/usd](http://www.registerblast.com/usd) in order to take their exam
  - Exceptions: Dual credits students currently enrolled in high school may test with their dual credit program's designated proctor
  
- Students taking their exams with USD's Disability Services:
  - The USD Testing Center is taking over test proctoring for Disability Services. Students needing to take exams with accommodations will come to the Testing Center to do so.
  
- Students testing/living in Brookings, Madison, Pierre, Rapid City, Aberdeen, Sioux Falls, and the surrounding area:
  - Are not required to use the University Center testing centers
  - **Do not need to turn in a proctor form if they are testing at a University Center Testing Centers. However, the student must email the USD Vermillion Testing Center to let us know at which center they are testing at: [testingcenter@usd.edu](mailto:testingcenter@usd.edu)**
  - Students must make arrangements directly with each Testing Center
  - University Center Testing Centers:
    - Community College Sioux Falls – [CCSF-TestingCenter@usd.edu](mailto:CCSF-TestingCenter@usd.edu)
    - South Dakota State University Testing Center – [sdsu.testing@sdstate.edu](mailto:sdsu.testing@sdstate.edu)
    - Capital City(Pierre)Testing Center – [info@capitalcitycampus.org](mailto:info@capitalcitycampus.org)
    - Black Hill State University - Rapid City – [BHRCTestingCenter@bhsu.edu](mailto:BHRCTestingCenter@bhsu.edu)
    - Black Hills State University - Spearfish – [BHSPTestingCenter@bhsu.edu](mailto:BHSPTestingCenter@bhsu.edu)
    - Northern State University – [nsu.proctor@wolves.northern.edu](mailto:nsu.proctor@wolves.northern.edu)
  
- **Students testing anywhere else**
  - **Must turn in a proctor form within the first two weeks of each semester.**

We encourage students to list multiple classes on one proctor form. However, if a student has multiple proctors they must fill out one form for each proctor. Proctors can be a professional testing center, librarian, full time instructor at a university or college, principal, vice principal, or superintendent, full time high school teacher, or high school guidance counselors.

We will not approve HR representatives or secretaries. We also will not approve any family, friends, coworkers, employees, supervisor, or social media acquaintances. Anyone falling into these categories are considered a conflict of interest. All our policies can be found on our website at <http://www.usd.edu/ctl/testing-center/>. Please do not hesitate to contact us with any questions or concerns at [testingcenter@usd.edu](mailto:testingcenter@usd.edu) or 605-658-6143.