Off-Campus (Third Party) Test Administration Protocol

The SEAS Center offers proctoring services for third party exams as a resource to the Cal Maritime community. In order to mitigate costs associated with the administration of these exams, SEAS charges a fee of $50 per student per exam for administering exams from external entities not affiliated with Cal Maritime or the California State University system. Proctoring services will be offered exclusively to currently enrolled Cal Maritime students, staff, faculty, and admitted freshmen who have submitted an enrollment agreement and a final high school transcript.

In order to take an off-campus exam through SEAS, students should complete the following steps:

1. E-mail Gaema Obenchain, SEAS Office Manager, at gobenchain@csum.edu with your contact information, the name of the university or program, and course name and number. A SEAS staff member will respond with directions for requesting your exam from the administering body.
2. Contact the external university or program and follow their procedures for exam delivery. Exams should be sent by post care of the SEAS Center or by email to gobenchain@csum.edu.
3. Once the SEAS Center has received your exam, a staff member will follow up to schedule an exam date. Tests will generally be scheduled at least 5 business days in advance. It is important to plan ahead accordingly.
4. Once you have scheduled a testing appointment, but before the test is administered, pay online through CashNet. Be sure to print your payment confirmation.
5. On the day of your exam, bring your student ID and payment confirmation to the SEAS Center (Lab 114). Some programs may require that students also bring additional items, such as a valid state ID.

For further information about third party exam administration, please contact Gaema Obenchain, SEAS Office Manager, at gobenchain@csum.edu or (707) 654-1082.