

REQUEST FOR PROCTORING SERVICES

Clark College Assessment Center

1933 Fort Vancouver Way
Vancouver, WA 98663-3598
Office 360-992-2588 Fax 360-992-2984

Requests for proctoring services must be submitted to the Assessment Center for review. Upon receiving the full proctoring requirements information, you will be notified within five working days if your request is accepted or denied. Clark College reserves the right to refuse any proctoring services. A proctor will contact you to make the necessary arrangements. You may transmit this form by email, fax, or in person.

Proctoring is available Monday thru Thursday 8am- 4:30pm and Friday 10am-4:30pm. Please note that exams will not be scheduled if the end time exceeds the 4:30pm deadline. Late arrivals may be allowed to test, however no extra time will be given beyond the 4:30pm deadline.

Effective July 1, 2011, the proctoring fee has **increase to \$35** per session. Multiple tests may be taken in one session.

STUDENT INFORMATION:

Date: _____ Name: _____ ID# _____
Phone: _____ Email: _____

PROCTORING REQUEST DETAIL:

Institution Sending Exam: _____ Contact Person: _____
Address: _____ City/State/ZIP: _____
Email address: _____ Fax Number: _____ Phone Number: _____

TEST INFORMATION:

Name of Test: _____ Test Time Limit: _____ Requested Test Date: _____ Requested Appt. Time: _____
Exam Type: Paper Based Computer Based/Internet Software Required: _____
Materials Permitted: Books Notes Calculator Other (explain) _____

Please provide detailed test administration instructions for the test above. If paperwork from your institution must be completed, be sure to provide it at least one-week in advance of anticipated test date. **Multiple test days and times may be listed below.**

Approved: Not Approved: If No, Why: _____

PARKING DIRECTIONS

- Parking is often difficult so get here a little early;
- We are on Fort Vancouver Way between Fourth Plain Blvd. and McLoughlin Blvd.;
- My building is next to the reader board near the sidewalk and the flag pole;
- If you're **driving South** on Fort Vancouver Way, you can't make a left turn into the parking lot by the flag pole;
- Go down to the next left turn lane, **make a U-turn** and drive toward the flag pole;
- Turn right into parking area near the flag pole;
- Park in any open space in lots **Red 1, 2 or 3** that is **not marked F/S** (faculty/staff) – no permits required;
- If you are **driving North** on Fort Vancouver Way, turn right into lot **Red 1** by flag pole;
- If the **Red lots are full**, drive across the street to lot **Yellow 1**;
- Go to the Welcome Center doors on the bottom floor – signs on side of building;
- Take hallway to the back to the Assessment Center
- Check in at the front desk.