

REQUEST FOR PROCTORING SERVICES

Clark College Assessment Center

1933 Fort Vancouver Way
Vancouver, WA 98663-3598

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 Thursday and Friday from 8am to 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.

There is a \$26.40 proctoring fee per 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 date when you will take the test.

Approved: Not Approved: If No, Why: _____