



**TESTING SERVICES
REQUEST FOR PROCTORING SERVICES**

Requests for proctoring services must be submitted to the Testing Services Office for review. Upon receiving full proctoring requirements information, you will be notified within five working days if your request is accepted or denied. SUNY Erie Testing Services reserves the right to refuse any proctoring services. A proctor will contact you to make the necessary arrangements and discuss testing fees. **You may submit the completed form by:**

- **Mailing** completed request to **SUNY Erie Testing Services**-121 Ellicott Street, Buffalo, NY 14203
- **Fax: Attention Testing Services** (716) 270-2821 *or*
- **Email:** placementtesting@ecc.edu

STUDENT INFORMATION		
Name:	Date:	
Address:	Phone:	
City/State/ Zip:	Email:	
PROCTORING REQUEST DETAIL - Must be completed by the academic institution allowing proctored exam.		
Institution Sending the exam:	Address:	
Contact Person:	City:	State/ZIP
Title	Phone:	
TEST INFORMATION		
Name of Test:	Date requested for Proctored Exam:	
Length of Test (Time allowed):	Materials Permitted:	
Exam Type: <input type="checkbox"/> Paper Based (\$35 maximum 3 hours) <input type="checkbox"/> Computer/Internet Based (\$30 up to 3 hours)	<input type="checkbox"/> Books & Notes <input type="checkbox"/> Calculator (must bring if allowed) <input type="checkbox"/> Complete test at a single time (sitting) <input type="checkbox"/> Other (explain)	
Please provide detailed test administration instructions for the test above. If paperwork from your institution must be completed, be sure to provide at least one-week in advance of anticipated date when you will take the test.		
Payment is due the day of the exam. The following are acceptable forms of payment:		
1. Credit Card Payment via PayPal: https://www.ecc.edu/Testing-Services-PayPal/	2. Certified Check payable to SUNY Erie 3. Money Order payable to SUNY Erie	

Proctor Certification-I attest that an appropriately secure environment for this student has been provided for the designated examination and that instructions provided by the student and/or institution were followed:

Proctor Name:	Signature:	
For Office Use Only: GL#10 50980 0 27716	Date Given:	Time:
	Returned to:	
	Payment Received: <input type="checkbox"/> PayPal <input type="checkbox"/> Certified Check# _____ <input type="checkbox"/> Money Order# _____	