



ERIE COMMUNITY COLLEGE
STATE UNIVERSITY of NEW YORK
PLACEMENT TESTING OFFICE

REQUEST FOR PROCTORING SERVICES

Requests for proctoring services must be submitted to the Placement Testing Office for review. Upon receiving full proctoring requirements information, you will be notified within five working days if your request is accepted or denied. The Erie Community College Placement Office 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 this form by:**

- **Mailing** completed request to: **Erie Community College-Placement Testing Office**-121 Ellicott Street, Buffalo, NY 14203
- **Fax: Attention Placement Testing** (716) 270-2821 *or*
- **Email:** mclaughlin@ecc.edu

STUDENT INFORMATION		Date:
Name:		SSN/ Student ID
Address:		Phone:
City:	Email:	
PROCTORING REQUEST DETAIL- Must be completed by the Academic Institution permitting a proctored exam.		
Institution Sending Exam:		Address:
Contact Person:	City:	State/ZIP:
Title:	Phone:	
TEST INFORMATION		Email:
Name of Test:	Materials Permitted: <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)	
Length of Test (Time allowed):		
Exam Type: <input type="checkbox"/> Paper Based (\$35 maximum 3 hours) <input type="checkbox"/> Computer/Internet Based (\$30 up to 3 hours)		
Payment accepted in Certified Check or Money Order only.		
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.		

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:	Date Given	
	Time:	
	Returned to:	
Payment Received:		<input type="checkbox"/> Certified Check# _____ <input type="checkbox"/> Money Order# _____
Placement Test Non-Students GL#10 50980 0 27716		