



Spokane Falls Community College

## PROCTOR REQUEST FORM – ENGLISH PLACEMENT TESTING

Please provide the following information to set up proctored testing at another location for your SFCC class. Preferred testing locations include public libraries and other higher learning institutes. Please note that you may be charged a testing fee for their services. Allow 24-48 hours for processing after receipt.

Name: \_\_\_\_\_

CtcLink ID: \_\_\_\_\_

**TESTING FOR:**

ENGLISH  
PLACEMENT

- Testing Site: \_\_\_\_\_
- Name of Proctor: \_\_\_\_\_
- Title of Proctor: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

**Proctor Statement:**

As the proctor you are agreeing to administer the exam in the manner the instructor has requested. The exam area should be free from distractions, cell phone/pagers should not be allowed in area and tester must be monitored at all times. You also agree that you have no previous personal relationship with student (family member, boss, employer, mentor, etc)

\_\_\_\_\_  
Proctor Signature:

\_\_\_\_\_  
Date:

Please return to:

Spokane Falls Community College Testing Center  
Mary McDaniel, Program Coordinator – Proctor Testing  
SFCCTesting\_ctr@sfcc.spokane.edu  
Phone: 509.533.3401