

# Proctoring Request Form

**FEE:** \$25.00 initial fee plus \$5.00 for each 15-minute segment used for testing after the first hour. If your institution does not cover the cost of returning your test materials to them, you will also be responsible for any shipping fees.

**METHOD OF PAYMENT:** By personal check or money order on the day of the test. We cannot accept cash, credit cards or debit cards.

**INDIVIDUAL APPOINTMENT TIMES:** Our office hours are 8:00 am to 5:00 pm Monday through Friday (Tempe Campus ONLY). Appointments are based on availability and length of test. All testing MUST be completed by 4:30 PM.

**ID REQUIREMENTS:** You must present a current and valid photo ID bearing your name and your signature (e.g., driver's license, passport) on the day of your test. **YOU WILL NOT BE PERMITTED TO TEST WITHOUT PROPER ID.** Please phone us if you have questions about ID's.

**NOTE: We DO NOT make arrangements with your home school/instructor. It is the student's responsibility to provide our contact information to his/her instructor and make arrangements for the exam to arrive by the designated exam period.**

## Steps To Arrange Your Proctored Exam:

1. Complete this form and submit to ASU Testing Services via one of the methods below. We will then contact you to schedule a tentative appointment until we receive the exam materials – at which point we will make it a permanent appointment.
2. Contact your institution and notify them of your intentions to take your exam through Arizona State University, Testing Services.
3. Make arrangements for your institution to send the exam(s) to Arizona State University, Testing Services by one of the following methods:

### US Mail:

Arizona State University  
University Testing & Scanning Services  
ATTN: Eva Jones  
PO Box 875204  
Tempe, AZ 85287-5024

### FedEx, UPS, DHL, etc.

Arizona State University  
University Testing & Scanning Services  
ATTN: Eva Jones  
1130 E University Drive, Suite 204  
Tempe, AZ 85281

### Fax/Phone/email:

480.965.6859 (fax)  
480.965.7146 (tel)  
eva.jones@asu.edu

**NOTE: PLEASE MAKE APPOINTMENTS FAR ENOUGH IN ADVANCE TO ENSURE THE ARRIVAL OF YOUR EXAM FROM YOUR HOME INSTITUTION.**

**The institution should include any specific directions for administering and returning the exam.**

4. Call ASU Testing Services 480.965.7146 at least 24 hours in advance to confirm your exam has been received.

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Send this form and any inquiries to:

Eva Jones, University Testing Services, Arizona State University, PO Box 875204, Tempe, AZ 85287-5204  
Phone: 480.965.7146 Fax: 480.965.6859 Email: eva.jones@asu.edu

Today's Date \_\_\_\_\_

### EXAMINEE INFO

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is there a SPECIFIC date on which you are required to test or is there a deadline to meet? If so, list below. If not list your preferred date(s) and time(s).

Specific Date Required: \_\_\_\_\_

Or Deadline Date: \_\_\_\_\_

Preferred Date and Time: \_\_\_\_\_

### INSTITUTION PROVIDING EXAM INFO

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

City/State: \_\_\_\_\_ Course(s) or Test Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Exam: \_\_\_\_\_ Paper \_\_\_\_\_ Computer

Time Limit for the Exam: \_\_\_\_\_

**SHOULD A CONFLICT WITH THIS DATE AND TIME OCCUR, THE PROGRAM COORDINATOR WILL CONTACT YOU WITH ALTERNATE DATE(S) AND TIME(S)**