



# Fort Lewis College Testing Center

## DISTANCE LEARNING PROCTOR REQUEST FORM

<b>Student Name:</b>	<b>SSN:</b>
<b>Address:</b>	
<b>Email:</b>	<b>Phone:</b>
<b>Institution:</b>	<b>Course:</b>
<b>School Contact:</b>	<b>Phone:</b>
<b>Testing Date:</b>	<b>Time Needed:</b>
<b>Type of Test: (circle one)      Paper &amp; Pencil      Computer-based      Don't Know</b>	

As a public service, Fort Lewis College supervises examinations for other institutions under the following conditions:

1. Arrangements for such testing must be made in advance prior to Fort Lewis College's receipt of the examination.
2. There is a proctoring and administration fee of \$50, which includes unlimited testing time. Failure to present the required payment will prevent the examination from being forwarded to the home institution. The fee covers handling of the examination consistent with the sound testing procedures and the instructions from the home institution; completion of any and all forms; mailing the examination and actual supervision while taking the test. This policy applies to everyone requesting this service, including Fort Lewis College students.
3. After completion of this form, you may notify your home institution to forward your examination to the address below. When we receive the examination, we will contact you to set up an appointment for testing and payment arrangements.
4. Although every effort will be made to accommodate all requests, the actual scheduling of the examination will be made solely by the Testing Center based on the availability of the personnel and other relevant factors.

My signature below indicates that I have read and agree to abide by the regulations listed above:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Testing Center Hours:**  
Monday – Friday, 8am - 5pm

**Please send form to:**  
Fort Lewis College, Testing Center  
1000 Rim Drive, Noble 287 Durango, CO 81301  
phone: 970.382.6938 fax: 970.247.7070  
email: [testingcenter@fortlewis.edu](mailto:testingcenter@fortlewis.edu)  
website: <http://testingcenter.fortlewis.edu>

<b>INTERNAL USE ONLY:</b>	
<b>Exam Received (date):</b>	_____
<b>Payment Received (amount &amp; method):</b>	_____
	Check    Cash    Other
<b>Exam Returned (date &amp; method):</b>	_____
	Mail    E-mail    Fax    Other