



Fort Lewis College Testing Center

REMOTE PROCTORING REQUEST FORM

In order to take a Fort Lewis College exam, it must be supervised and proctored at a post-secondary institution. Before FLC will send the exam, the following conditions must be met:

1. Arrange for a local Testing Center at a post-secondary institution to agree to proctor your test. Fill out the bottom half of this form with their contact name and information.
2. The Testing Center Coordinator will then send you the appropriate policies and procedures hand-out along with all necessary credit-by-exam forms you need to fill out.
3. You will need to send two separate checks in the mail, along with the completed forms. One check for the per credit fee that goes to the cashier's office. A second check of \$20 will go to the Testing Center to cover administration fees. Failure to present the required payment will prevent the examination from being forwarded to the remote proctor. The fee covers handling of the examination consistent with the sound testing procedures; completion of any and all forms; mailing the examination. This policy applies to everyone requesting this service, including Fort Lewis College students. Students are also responsible for paying any administration and/or proctoring fees to the remote proctor.
4. When all checks have been received, and your portion of the credit-by-exam form has been filled out, it will be taken to the Dean for her signature and the completed form will be submitted on your behalf. You will then receive an email telling you your application is complete and you can now schedule a test appointment with the remote proctor.
5. The Testing Center will contact the remote proctor to confirm the appointment and send all test materials to the remote proctor's attention along with a postage-paid return envelope.
6. After completing the exam, the Testing Center Coordinator or a designee, will grade it and communicate your test scores via email.

Student Name:	Student ID#:
Address:	
Phone:	Email:
Credit-by-Examination Test to be Taken:	
Remote Proctor Name:	Title:
Institution Name:	Institution Phone:
Institution Address:	
Email address:	

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

Signature: _____ **Date:** _____

Please send this completed 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 website: <http://testingcenter.fortlewis.edu>