



Dallas TeleCollege

DALLAS COUNTY COMMUNITY COLLEGES

Assessment and Placement Proctored Test Form

Please complete one form for each course you are taking that requires proctored testing for placement and assessment exams only.

Complete the form entirely

The signature of the proctor must be notarized,

Mail or fax the form no later than 10 days after the beginning of the course

Patty Clark

email: PMC4705@dcccd.edu

phone: 972.860.8318

Fax: 972-860-7288

Mail to: Eastfield College Testing

3737 Motley Drive

Mesquite, TX 75150

Please print clearly.

Student Name:	
Day Phone#:	
Eve. Phone#:	
Address:	
City, State, Zip:	
E-mail:	
Student ID#:	

Special Testing Equipment or Conditions Required:

Condition Required:	
I will/will not be able to supply.	
Equipment Require:	
I will/will not be able to supply.	

To be completed by Proctor Nominee:

Name:	
Title:	
Place of Employment:	
Office Address (& Zip):	
Office Phone:	
Fax #:	
E-mail Address:	

I am able to receive and return testing materials by: (check all that apply)

- e-mail: through an institutional server
- regular mail/UPS: using official letterhead
- fax: using official letterhead

I will agree to serve as the proctor for the student identified above. As test proctor, I will receive, administer and return all tests according to the directions provided to me. I will certify that the student completed the test according to the directions provided. The tests I agree to proctor are:

MUST BE NOTARIZED

- Assessment test (TASP alternative)
- Placement testing: Specify subject Area _____

_____ I am not related to this person.

Date _____

Signature _____

Notary SIG/Seal _____