

SFCC Proctor Security Agreement

This form is used to document the agreement of a proctor from another college or university testing center to administer the ACCUPLACER placement exam to the student listed below. The student is responsible for paying any proctoring fees charged by the local test center.

To be completed by the student

Name:	Date of Birth:
A Number:	Telephone: ()
E-mail:	
Tests Required: English & Math _____ English only _____ Math only _____	

To be completed by the proctor

Name:	Title:
Institution:	Department:
Telephone: ()	Fax: ()
E-mail:	
<ul style="list-style-type: none"> I agree to administer the ACCUPLACER exam to the student named above in a secure, distraction-free environment. I agree to be present throughout the testing session and ensure that the student does not have access to resources other than pencils and scratch paper during the exam. I agree to verify the identity of the student named above by government-issued photo ID such as a driver's license, state-issued ID card, passport, tribal ID or military ID. I agree to take all necessary precautions to ensure the security and confidentiality of the ACCUPLACER exam content and the student's personal and scoring information. I agree to not reproduce or copy, in any fashion, in whole or part, any of the materials of the ACCUPLACER system. I acknowledge that all said materials are copyrighted, and I agree to not share, in any way, such materials with any unauthorized persons. 	
Signature: _____	Date: _____
Please complete and fax to the Santa Fe Community College Testing Center at (505) 428-1280. Testing instructions will be e-mailed to you upon receipt of this completed form.	

Testing Center
 Santa Fe Community College
 6401 Richards Avenue
 Santa Fe, NM 87508
 (505) 428-1625
 (505) 428-1280 (fax)

