



CLARK COLLEGE

COMMUNITY AND
CONTINUING EDUCATION

Request for Proctoring Services

Location:

13700 SE Mill Plain Blvd
Vancouver, WA 98683
Office 360-992-2939

continuingeducation@clark.edu

Requests for proctoring services must be submitted to the CCE Testing Center by e-mail or in person. Upon receiving the completed form, you will be notified within 1-2 business days if your request is accepted or denied. Any proctored paper exams must submit this request form at least 1 week prior to test date.

ALL paper exams must be either emailed to the email listed above or mailed to:
Clark College - CCE
MS: CTC 143
Attn: Leila Hobart
1933 Fort Vancouver Way
Vancouver, WA 98663

What to Bring:

Proctoring fee: \$50 per 2-hour session, \$25 per additional 1-2 hour; Checks or Credit Cards (VISA, Master Card & Discover) accepted, NO CASH.

Picture ID will be required (e.g., student ID, driver's license, passport, military ID).

Materials permitted to use on exam (e.g., calculator, notes, etc.)

Please complete the following:

Name:
Phone:
Email:

Test Information:

Exam Title Time Allotted Exam Type: Paper Online

Requested Test Date/Times (list by preference specific days and times):

Date: Time:
Date: Time:
Date: Time:

List Materials Permitted (be specific):

Please list any additional testing information or instructions below:

Note: Clark College reserves the right to refuse any proctoring services. A proctor will contact you to make any necessary changes or arrangements according to your situation.