

**Yuba Community College District  
Assessment Center**

**External Proctoring of Yuba College Placement Test**

Dear Proctor;

Thank you in advance for agreeing to proctor the Yuba College Placement Exam. The following requirements are needed to administer our test. Your student must first go online to [www.yccd.edu](http://www.yccd.edu) and apply to our college, next they must go back to [www.yccd.edu](http://www.yccd.edu) and click on **web advisor** and follow the instruction to obtain their student id number for testing

Requirements:

1. A good location and testing environment, conducive to good testing practices, **not in a private home.**
2. Computer with keyboard and mouse
3. Internet access with **Pop-up Blocker turned off**
4. Approximately 1 to 1.5 hours to monitor applicant taking test
5. Applicant/Student is required to pay any proctoring fees
6. No Dictionaries, Calculators or Notes

If you are able to meet the above requirements and are willing to proctor our exam, please provide the following information. Fill out form completely to include **student information and date and time the test is scheduled.**

<b><u>Proctor Information</u></b>	
Name: _____	
Title: _____	
Name of School or Organization/Unit/Location: _____	
Phone Number:(_____) _____	Extension: _____
E-mail: _____	Fax Number: _____
Test Date: _____	Time: _____
<b>I agree to follow the prescribed procedures given me by the Yuba College Assessment Center.</b>	
Signature: _____	

<b>Applicant Information</b>	
Name: _____	YCCD Student Identification # : _____
Name: _____	YCCD Student Identification # : _____
Name: _____	YCCD Student Identification # : _____
Name: _____	YCCD Student Identification # : _____
Name: _____	YCCD Student Identification # : _____

Please fax or e-mail this information to the Yuba College Assessment Center.

Fax: (530) 749-3872 or e-mail to [abrunhoe@yccd.edu](mailto:abrunhoe@yccd.edu)

**Complete instructions will follow with web-site address and required passwords and information.**

Armand R. Brunhoeber  
District Testing & Assessment Specialist (530) 741-6846