

**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.

Requirements:

1. A good location and testing environment, conducive to good testing practices.
2. Computer with keyboard and mouse
3. Internet access with **Pop-up Blocker turned off**
4. Approximately 2 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.

Proctor Information

Name:

Title:

Name of School or Organization:

Phone Number:() _____ Extension:

E-mail:

Fax Number:

I agree to follow the prescribed procedures given me by the Yuba College Assessment Center.

Signature:

Applicant Information

Name: _____ Social Security Number: _____

Phone Number: _____

Date Test Scheduled: _____ Time: _____

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

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

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

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