



# FOOTHILL COLLEGE

12345 El Monte Road • Los Altos Hills, CA • 94022-4599

TESTING & ASSESSMENT CENTER

Room 8212 / Phone: (650) 949-7743 / Email: [fhtesting@fhda.edu](mailto:fhtesting@fhda.edu)

## REQUEST FOR STUDENT OFF-SITE ACCUPLACER PROCTORING

Per your request to take an Accuplacer assessment test at an off-site location, please complete this form and submit it to the Foothill Testing & Assessment Center (TAC) at [fhtesting@fhda.edu](mailto:fhtesting@fhda.edu). It is the student's responsibility to confirm a proctor and then TAC will follow up with your proctor. This process can take up to **five (5) business days**.

<b>Student Name:</b>		<b>Foothill ID No.:</b>	
<b>Email:</b>	<b>Phone No.:</b>	<b>DOB:</b>	

### 1) Check Your Requested Accuplacer Assessment Test(s):

English / English as a Second Language (ESL) / Math

### 2) Indicate the institution or testing center that will proctor your assessment test(s)

A proctor CANNOT be a family member, relative, or friend. Eligible proctors include: counselors, teachers, librarians, or proctors from another institution. If you have a question about the eligibility of a proctor, please contact the Testing & Assessment Center.

Institution: \_\_\_\_\_ Testing Date: \_\_\_\_\_

Proctor Name: \_\_\_\_\_ Title: \_\_\_\_\_

\*Email: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Must be a **valid academic email address**. Emails cannot be sent out to Gmail, Hotmail, MSN, Yahoo, or other general accounts.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*By signing above, I grant Foothill College permission to email me my assessment testing results my email address that I listed above.*

1) Date Received:	3) Date Proctor Packet Sent:	Comments:
2) Date Proctor Confirmed:	Proctor Username & Password Sent Yes / No	

**FOR OFFICE USE ONLY - Do not complete**