UAS PLACEMENT TEST ADMINISTRATION AGREEMENT

To take the online placement test off campus, you and your designated proctor must complete this form. Please return by mail, email, or fax it to:

University of Alaska Southeast
Learning Center
2600 7th Avenue
Ketchikan, AK 99901

Phone: (907) 228-4560
Fax: (907) 228-4542
Email: ktn.lc@uas.alaska.edu

Designated proctor must be affiliated with an educational institution such as a university, school, or library and must have a verifiable work address and phone number. In towns where no professional educators are available, other community leaders (e.g., ministers) can serve as test supervisors if approved by the UAS Learning Center. All tests must be administered in a professional setting. Proctors cannot be prospective UAS students or related to the test-taker.

Student Information

Student’s name: First  Last   M.I
Student’s phone:
Student’s ID number (SSN)
Student’s address: Street or P.O. Box
City State Zip

Is English your first language?  Yes  or  No
Do you have any learning disability that might require special accommodations? ________________

Exams you would like to take:
(Check all that apply)

Math _____ English _____ Ability To Benefit _____
(ATB is for individuals without GED or HS diploma)

Last math course:
Title and content
Grade Received: ________ Years Ago: ________

Proctor Information

I agree to administer the tests selected by the student whose name appears above. These tests may include UAS English prompt, UAS math, and UAS Ability To Benefit exams. The tests must be taken under your direct supervision. If you do not have internet access, alternative arrangements can be made. Further instructions will be emailed to you.

Proctor’s name Title
Signature: Date:

Institution Phone:
Mailing Address Street or P.O. Box
Fax:
City State Zip