

**WEST KENTUCKY COMMUNITY AND TECHNICAL COLLEGE
REQUEST FOR PROCTORED EXAM FOR NON-KCTCS INSTITUTION**

Contact Ryan Payne at 270-534-3322 or ryan.payne@kctcs.edu at least one week in advance to arrange a proctored exam for a non-KCTCS institution. Complete the information in the first section; take the form to the WKCTC Business Office, 127 Anderson, to pay the \$25.00 fee by major credit card, check made out to WKCTC, or cash. If the completed exam must be mailed, an additional fee of \$5.00 will be assessed for shipping and handling, payable at the time the proctoring fee is paid. At the time of testing, present this completed form and the payment receipt in the Testing Center, 133 Emerging Technology Center, as proof of payment. Examinees must present a picture id at time of testing.

STUDENT'S NAME _____

PROCTORED EXAM INFORMATION

Course Number and Title _____

College/University _____

Instructor _____

Two means of contacting instructor at time of testing _____

Testing Instructions _____

-----*To Be Completed by Testing Center Staff*-----

DATE OF EXAM _____

VERIFICATION OF EXAMINEE'S IDENTITY:

STAFF MEMBER SIGNATURE _____

VERIFICATION DOCUMENT _____

TIME EXAM STARTED _____ TIME EXAM COMPLETED _____

-----*To Be Completed by Business Office Staff*-----

Charges: ___\$25.00 testing fee
 ___\$5.00 shipping and handling

Date & Time Payment Rcvd _____ by: _____

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