

UAS PLACEMENT TEST ADMINISTRATION AGREEMENT

To take the placement test off campus, you and your designated proctor must complete this form and mail or fax it to:

The Learning Center
University of Alaska Southeast
11120 Glacier Highway
Juneau, Alaska 99801

Phone: (907)796-6348
(907)796-6168
Fax: (907)796-6225

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

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

Math ___ English ___ CIOS ___
(CIOS is Computer Information Operating Systems)

Last math course:

Title and content

Grade received ___ How long ago ___

Is English your first language? Yes/No

If No, do you feel confident about your skills in English? Yes/No

Do you have any learning disability that might require special accommodations? _____

If your proctor has access to the Internet, you have the option of taking the UAS Placement Test online. Your math and CIOS results will be available immediately; your English results will be available within two business days. **Please check here if you would like to take your test online.** _____

Proctor Information

I agree to administer the tests selected by the student whose name appears above. These tests may include UAS writing prompt, UAS math, and UAS computer exams. I understand that these placement exams take approximately 3 hours to complete. The examinations will not be administered until I receive further instructions.

UAS Placement Tests are available online as well as in hardcopy. If you have access to the Internet and can proctor the student while s/he is taking the test on the computer, please check here _____. Further instructions will be faxed to you.

If you prefer the hardcopy of the test do you want to receive it by mail ___ or fax ___?

Proctor's name Title

Institution

Mailing Address Street or P.O. Box

City State Zip

Signature: Date:

Phone:

Fax: