UAS PLACEMENT TEST ADMINISTRATION AGREEMENT

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

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

Phone: (907) 796-6348
Fax: (907) 796-6225
Email: testing@uas.alaska.edu

Your 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.)

Placement exams you would like to take:
☐ Math  ☐ English

Is this a retake?  ☐ yes  ☐ no

Your (prospective) campus of enrollment:
☐ UAS Sitka (online or local)
☐ UAS Ketchikan (online or local)
☐ UAS Juneau (online or local)
☐ UAA (online or local)
☐ UAF (online or local)
☐ Other __________________________

Student’s Phone #

Your (prospective) campus of enrollment:

Student’s Address: Street or P.O.Box

City  State  Zip

Proctor Information

By signing this form, you agree to administer the tests selected by the test taker whose name appears above. The tests must be taken under your direct supervision. If this is a retake a fee of $10 applies (to be paid to the UAS Learning Center in advance with check via mail or credit card via phone). We allow ONE retake per test and require a wait of at least one week. Upon receipt of this form, further instructions will be emailed to you.

Proctor’s name

Mailing address: Street or P.O.Box

Proctor’s title

City  State  Zip

Email address

Phone

Institution

FAX

Signature

Date

UPON RECEIPT OF THE COMPLETED FORM, WE WILL EMAIL TEST ACCESS INFORMATION TO THE PROCTOR. IT IS THEN UP TO THE TEST TAKER AND THE PROCTOR TO ARRANGE AN APPOINTMENT FOR TESTING. TEST TAKERS WILL NOT RECEIVE A NOTIFICATION FROM US.