



Testing Services
850-484-1656

Request for Proctor Services – Other Institutions

Student Information

Name: _____

E-mail address: _____

Phone: _____

School Information:

Name of School: _____

Point of Contact regarding Testing: _____

Course: _____ Proposed Date(s) for test(s): _____

Course: _____ Proposed Date(s) for test(s): _____

Course: _____ Proposed Date(s) for test(s): _____

Course: _____ Proposed Date(s) for test(s): _____

Does your course/exam require specific equipment, software or accommodations?

☐ No ☐ Yes (please attach description and/or accommodation letter)

Important Information:

- 1. Please return this completed form to Testing Services for processing to Test&Assess@PensacolaState.edu***
- 2. If your request is approved, you will be contacted via email by this office with specific information for your school.***
- 3. DO NOT SCHEDULE YOUR APPOINTMENT UNTIL AFTER RECEIVING APPROVAL***
- 4. Please call 850-484-1656 if you have any questions.***

Testing Staff Only:

Information sent to student via email:

Date: _____

Testing Staff Initials: _____