



Proctor Form Instructions

For students' who wish to write the communications, mathematics, and/or computers assessment at an alternate location, please follow these instructions:

1. Locate an individual at an educational institution (College, University or High School) that is willing and able to proctor your assessment. Please note that some institutions may charge a fee for you to write an assessment at their location; these fees are the students' responsibility.
2. Complete the student portion of the Proctor Form and have the proctor complete the rest of the form.
3. Fax completed form to the Fleming College Testing Centre at 705-749-5536
4. The Fleming Testing Centre will contact the Proctor to arrange access to the online Accuplacer assessment tool.
5. Once the Proctor has received the testing access the student may book an appointment with the proctor.
6. Upon completion of the assessment the student is not required to do anything more; the test results are automatically accessible by the Fleming Testing Centre.
7. Please note: if you are taking all 3 assessments, it could take up to 4 hours to complete.

Fleming College, Testing Centre
599 Brealey Drive, Peterborough, ON K9J 7B1
accuplacer@flemingc.on.ca
FAX Number 705-749-5536

Questions? 705-749-5530 x1630

Proctor Form

Student Information

Student's Name (Last) _____ (First) _____

Student I.D. # _____ Telephone: () _____

Address: (Street) _____

(City) _____ (Province) _____ (Postal Code) _____

Program and/or Course Name: _____

Proctor Information

Testing Centre Contact Name: _____

Job Title _____

Name of High School/College/University _____

High School/College/University Address _____

(City) _____ (Province) _____ (Postal Code) _____

Business Ph #: () _____ Business Email : _____

Will require a computer compatible with Internet Explorer 6.0+ or Firefox 1.5+

As proctor, I certify that I meet the Fleming College's Proctor Requirements as follows:

I am a teacher, administrator or testing/invigilation staff at a high school, community college or university and to eliminate conflict of interest problems, I am not a relative, friend, neighbour, co-worker (including immediate supervisor) or living at the same address of the student.

Exam must be written in an educational setting

I have read and accept the Fleming College Proctor Requirements and attest that I meet these Requirements.

Date: _____

******Any fees charged by proctors are the student's responsibility******

Please forward to:

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All personal information collected by Fleming College is in accordance with sections 21, 39 and 49 of the *Freedom of Information and Protection of Privacy Act* and under the *Ontario Colleges of Applied Arts and Technology Act, 2002, Regulation 34/03*. The personal information collected during this assessment, both written and computerized, will be used to assess your skill levels in English and mathematics and will be made available to College faculty and staff as required in order to place students in appropriate subjects, provide advisement about academic services and academic progress, and to conduct research into academic assessment, advisement and success. If you have any questions concerning the collection and use of your personal information, please contact the Program Coordinator, School of General Arts and Sciences, at 749-5530.