



# Assessment Services

## Proctoring Services Information Request

Daytona State College (DSC) Assessment Services offers test proctoring services for students attending educational institutions or for professional organizations. Assessment Specialists are trained and authorized to proctor distance learning exams in many different areas.

In order to approve a request, please provide us with the following information:

To be completed by the student:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Preferred Test Date: \_\_\_\_\_

Please select the Daytona State College campus you would like to receive proctoring services from:

Daytona Beach	(386) 506 3067
Deland	(386) 785 2223 or (386) 785 2029
Deltona	(386) 789 7313 or (386) 789 7307
New Smyrna/Edgewater	(386) 423 6328
Flagler/Palm Coast	(386) 246 4844

To be completed by Institution/Instructor:

Institution Name: \_\_\_\_\_

Institution Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Exam Instructions: Is the exam paper/pencil or online? \_\_\_\_\_

If paper/pencil, please send a copy of the exam along with this form.

If the exam is online, is there and associated password with the exam? Yes No

If yes, please enter the password: \_\_\_\_\_

Time limit for the exam: \_\_\_\_\_

Scratch Paper Allowed? Calculator Allowed? What type?

Other Instructions: (Please include how you would like the exam returned if it is paper/pencil.)

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