



## **PROCTOR REQUEST FORM**

**Please read instructions:** This testing option is for students living more than 60 miles from OCC, students who want to test at OCC@Liverpool, and students who want to test at SUNY EOC in downtown Syracuse. Print clearly and fill in all necessary fields. Please note that illegible and/or incomplete requests cannot be processed. Requests are processed within 3 business days of receipt.

### **Student Information:**

Student's Name:

Student ID (if known):

Address:

City, State, Zip:

E-mail (required):

Phone:

### **Proctor information (check appropriate box & follow instructions):**

- I test with B-Virtual online proctoring for a \$25 fee. Do not fill out Proctor information below. Submit this form to Testing Services (see bottom of page). Details will be emailed to you within 3 business days of receipt.
- I will complete placement testing at OCC@Liverpool. Do not fill out Proctor information below. Submit this form to Testing Services (see bottom of page). Details will be emailed to you within 3 business days of receipt.
- I will test at the SUNY Educational Opportunity Center (EOC) in downtown Syracuse. Do not fill out Proctor information below. Submit this form to Testing Services (see bottom of page). Details will be emailed to you within 3 business days of receipt.
- I will test with a proctor at an educational institution. Fill out proctor's information below and submit the completed form to Testing Services. Your proctor must be employed at an educational institution. **THE PROCTOR'S WORK EMAIL ADDRESS IS REQUIRED.** If the proctor's email address is not included, the request **cannot** be processed. *Gmail, Hotmail, etc. accounts are not acceptable.* Instructions for test administration are emailed to the proctor within 3 business days of receiving this form.

Clearly write proctor's **work** email here:

Name:

Institution Name and Mailing Address:

Phone:

Fax:

### **After completion send in the form by:**

**E-mail:** [testingservices@sunyocc.edu](mailto:testingservices@sunyocc.edu).

**Fax:** 315) 498-2229

**Mail:** Testing Services, Onondaga Community College, 4585 West Seneca Tnpk, Syracuse, NY 13215