



## **Request for Proctored Exam**

**This form is for students enrolled at institutions other than OCC.**

**Please complete all fields**

**Name:**

**Address:**

**City, State, Zip:**

**E-mail:**

**Phone:**

**Date and time of exam:**

**Institution you are testing for:**

**Exam format:**       online       paper/pencil

**Does your institution need OCC's test proctor to fill out any forms?  YES  NO**  
**If YES, please include forms with this request.**

**After completion, this form can be e-mailed, faxed, or mailed:**

**E-mail the form by saving it to your computer and sending it as an attachment to:**  
**[testingservices@sunyocc.edu](mailto:testingservices@sunyocc.edu).**

**Fax to 315) 498-2229 ATTN: Testing Services**

**Mail to-**

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