



OFFICE OF TESTING

Proctor Service Registration Form

IMPORTANT

There is a Proctoring Service Fee of \$30 for the first two hours or fraction thereof and \$15 for every additional hour or fraction thereof. The fee is based on the time allotted for the examination, not the time used.

Make out the Certified Check, Bank Money Order or Post Office Money Order to: *BC Member Organization (DL 5910)*

Return form and check to:

**Brooklyn College
Office of Testing (245 W.E.B.)
2900 Bedford Avenue
Brooklyn New York 11210-2889**

STUDENT INFORMATION

Student Name: _____ Date: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email: _____

STUDENT'S SCHOOL / AGENCY INFORMATION

Institution Providing Exam: _____ Date _____ Time _____

Name of Examination(s)/Course: _____

Contact Person: _____

Phone Number: _____ Time Allotted for exam _____

Email: _____

Address: _____

City, State, Zip Code: _____ Written Exam ____ On-Line ____

MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND AGREE TO ABIDE BY THE REGULATIONS LISTED IN THE GUIDELINES.

Signature

Date