This form is only to be used by those taking the final exam outside Valencia College’s testing centers. Valencia College has testing centers at the East, West, Osceola, Lake Nona, and Winter Park campuses.

Students who live beyond reasonable commuting distance to Valencia College should use this form to arrange off-campus testing. This form must be completed and submitted to your instructor via email by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (see syllabus for deadline), in order to secure an appropriate testing site.

**Student Information:**

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

Atlas Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CRN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Off-campus Testing Site Criteria:**

1. The requested testing site must be a college, university, or military facility. No other locations will be approved.
2. The testing site must have computers with internet access available for you to access your final exam in MyMathLab.
3. The testing site must be proctored by an employee affiliated with the school’s assessment or testing office with authorization to administer exams on behalf of the appropriate institution. Proctors at military bases must be assigned to the Educational Services Office (ESO).

**Student responsibility:**

1. It is the student’s responsibility to locate a suitable facility that meets all of the above criteria. You can use this site to find possible testing sites: <http://www.ncta-testing.org/cctc/find.php>
2. The student is responsible for any fees due to the remote testing site.

**Remote Testing Site Information:**

College/Site name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Testing Center website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Testing Center phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Testing Center Administrator name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Testing Center Administrator email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proctor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if different than above)

Proctor email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Email addresses must of a college, university, or military facility. Personal emails will not be approved.)