



# MATH & ENGLISH ASSESSMENT Proctor Agreement Form

**Print this form, complete and email or fax to:**

Coastline Community College  
 Military & Corporate Education Placement  
 Military students: [militaryplacement@coastline.edu](mailto:militaryplacement@coastline.edu)  
 Corporate/Contract Education students:  
[corporateplacement@coastline.edu](mailto:corporateplacement@coastline.edu)  
 Phone: 714-241-6367 Fax: 714-241-6327

**Type of Exam(s) Requested:**

English Placement Check one: \_\_\_\_\_on-line\_\_\_\_paper/pencil

Math Placement Check one: \_\_\_\_\_on-line \_\_\_\_paper/pencil

*Please allow 1-3 business days for processing*

## STUDENT AGREEMENT (Please print legibly)

*I understand that I am responsible for locating an approved proctor and for scheduling an appointment with the proctor to complete the assessment.*

I am a student in the following Coastline Military/Corporate Education Program (select one):

\_\_\_ Military Online \_\_\_ Corporate Online \_\_\_ NCPACE (Last 4 SSN# And Date of Birth Required)

Student Name \_\_\_\_\_ Student ID -or- Last 4 SSN# And DOB \_\_\_\_\_

Military Pay Grade (if applicable): \_\_\_\_\_ Email address \_\_\_\_\_

(\*Please write legibly and provide an alternate e-mail address for use if primary is undeliverable)

*Coastline's placement re-take policy: Student may re-take the English and/or math placement test after a minimum of 7 days after the first attempt. A third attempt may occur three (3) months after the date of the 2<sup>nd</sup> attempt. Student is required to submit proof of participation in an appropriate intervention. Recommended intervention is Coastline's Success Academy (Success@coastline.edu).*

*(By signing this form I certify that all information provided is correct and that I shall comply with the procedures set forth by the Coastline College Assessment Center.)*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PROCTOR AGREEMENT (Please print legibly)

### Check one:

- I am a testing administrator\* for the military or my employer
- I am an education services officer for the military or my employer
- I am a librarian\*, testing coordinator\*, educational administrator\*, or teacher\*
- I confirm that the student is **deployed** or in a remote area; I am an E-6 or above AND at least 2 ranks higher than the Student (proof of rank required)

\*Required to scan/email or fax a personal business card or send other proof of identity and job title with this agreement. Examples of approved documents may include: copy of teaching credential, letter of designation, certificate of achievement, or letter on letterhead.

### As a proctor, I agree to the following:

- I will administer the exam utilizing (check one) \_\_\_\_\_on-line delivery or \_\_\_\_\_paper/pencil delivery (as indicated by the student above)
- I am not a current Coastline student. I am not a relative of the student, nor do I live at the same residence as the student
- I will personally check the student's identification and supervise the student throughout the entire exam
- I understand that I have approval to administer a 2<sup>nd</sup> attempt placement test after a minimum of 7 days from the first test date.

Proctor Name \_\_\_\_\_ Title/Military Pay Grade: \_\_\_\_\_

Organization/Military Installation: \_\_\_\_\_

Email address \_\_\_\_\_

(Please write legibly and if possible provide an alternate e-mail address for use if primary is undeliverable)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day-Phone \_\_\_\_\_ Evening-Phone \_\_\_\_\_

*(By signing this form I certify that all information provided is correct and that I shall comply with the procedures set forth by the Coastline College Assessment Center.)*

Proctor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please keep a copy of this form for reference**