



Non-UH Proctored Test Request Form

Use for all students taking placement or proctored tests for schools outside of the 10-campus University of Hawaii system.
 Revised 9/2016

PROCTORING FEES: The University of Hawaii System Testing Centers, of which Kapiolani Community College is a part of, charges proctoring fees in the amount of \$25 for the first hour, and \$25 each additional hour or fraction thereof.

The proctoring fee is calculated using the actual exam duration (start/end time), not the time limit allowed for your test.

Acceptable forms of payment are cash, check, or money order only. Credit and debit cards are not accepted.

Please make your checks payable to: Kapiolani Community College Library.

PART 1: APPLICANT INFORMATION. Please complete items 1-8.

1. TYPE OF TEST BEING TAKEN (Check 'a', 'b', or 'c')	
[] a. ACCUPLACER Test [] b. Proctored Academic Test [] c. Other _____	
2. NAME OF THE SCHOOL THIS TEST IS BEING TAKEN FOR: _____	
3. STUDENT NAME (Last, First, MI)	4. ID NUMBER (Do not use your SSN)
5. PHONE ()	6. E-MAIL ADDRESS
7. APPLICANT'S SIGNATURE	8. TODAY'S DATE

PART 2: INSTRUCTIONS ON RETURNING TEST MATERIALS:

If exam needs to be returned by:

Scan & e-mail: complete items 9 and 10.

Fax: complete items 9, 11, and 12.

Postal mail: complete items 9, 11, 13, 14, 15, and 16.

9. NAME OF INSTITUTION or PERSON'S NAME	10. E-MAIL ADDRESS (if known)
11. DEPARTMENT	12. FAX NUMBER ()
13. ADDRESS	
14. CITY	15. STATE
16. ZIP / POSTAL CODE	

TESTING OFFICE USE ONLY

Part 1 Start:	Part 2 Start:	Total Fee:	WHO PAYS FEE? <input type="checkbox"/> Student <input type="checkbox"/> Institution <input type="checkbox"/> Invoice Institution
Part 1 End:	Part 2 End:		
Fee Received by:	Date:		
Approved:	Date:		