



The University of Texas at El Paso
 Student Assessment & Testing
 500 W University Ave
 Academic Advising Center Rm 127
 El Paso, TX 79968
 915-747-5009

Distance Spanish Placement Testing Request Form

This form is used to document the request for proctoring services from test proctors of other colleges and universities who agree to administer the Distance Spanish Placement exam to online UTEP students. If you chose option #, you will only need to fill in the student information portion of this form. If you chose option #2, you will need to fill in both the student and proctor information. After the \$15 exam fee has been paid to UTEP and this form has been completed, return this page either by fax at 915-747-8013 or scan and send as an email attachment to andrewmc@utep.edu.

STUDENT INFORMATION

FULL Name:	Date of Birth (MM/DD/YY):
UTEP ID Number:	Telephone: ()
UTEP Student Email address: (example: someone@miners.utep.edu)	
City:	State:
UTEP PAYMENT CONFIRMATION Reference Number:	

PROCTOR INFORMATION (please write clearly)

Proctor Name & Title:	
Telephone: ()	Fax: ()
E-mail Address:	
Institution:	

Proctor Eligibility Criteria

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Proctors must be responsible adults familiar with accepted practices for administering standardized tests. 2. Proctors may not be a peer of the student. 3. Proctors may not be a friend of the student. 4. Proctors must have no vested interest in student's scores. | <ol style="list-style-type: none"> 5. Proctors must not be related to the student. 6. Proctors must not be employed part- or full- time at a test preparation company. 7. Proctors may not administer the Distance Spanish Placement exam to a member of their household or immediate family. 8. Proctors must be authorized by the institution to proctor exams in a remote location. |
|--|--|