

Distance Testing Request & Transmittal Form

Distance Learning • Austin Community College • Pinnacle Campus • 7748 Highway 290 West • Austin, Texas 78736
Phone: (512) 223-8026 • Toll-Free: 1-888-223-8026 • Fax: (512) 223-8988 • Email: dl@austincc.edu

REVIEW THE DISTANCE TESTING PROCEDURE BEFORE COMPLETING THIS FORM: <http://dl.austincc.edu/students/DistanceTesting.html>

PART I: STUDENT, COURSE, & PROCTOR INFORMATION

PART I MUST BE COMPLETED BY THE STUDENT TO REQUEST DISTANCE TESTING SERVICES.
PLEASE FORWARD ONE COPY OF THE FORM TO THE INSTRUCTOR AND ONE COPY TO THE DISTANCE LEARNING OFFICE.

STUDENT INFORMATION:

Student Name: _____
Address: _____

ACC Student ID #: _____
Email: _____
Phone #: _____
Date Form Submitted: _____

COURSE INFORMATION:

Course #: _____ (ex: GOVT 2305)
Instructor: _____

Semester: Fall Spring Summer

Synonym #: _____ (ex: 54321)
DL Mode: PCM PRN ITV Other

Session: 16-wk 12-wk 1st 8-wk 2nd 8-wk
 11-wk 9-wk 1st 5-wk 2nd 5-wk Other

PROCTORING INSTITUTION INFORMATION:

Proctoring Institution: _____
Address:* _____

Proctor Name: _____
Email: _____
Phone #: _____
Fax #: _____

* Street addresses only; tests cannot be delivered to P.O. Boxes.

PART II: TESTING INFORMATION

PART II MUST BE COMPLETED BY THE INSTRUCTOR TO CONFIRM DISTANCE TESTING SERVICES.
PLEASE SUBMIT THE FORM TO THE DISTANCE LEARNING OFFICE WITH THE EXAM MATERIALS TO BE SENT TO THE PROCTOR.

Number of Exams: _____ Initial Test: _____ Retest (if applicable): _____
Time Limits and Other Instructions: _____

SUPPLEMENTAL MATERIALS AUTHORIZED:

Instructor-designed Answer Sheet	Scantron:	Red (ACC)	Green
Thesaurus	Dictionary:	English	Foreign Language: _____
Notes (# of Pages: _____)	Paper:	Graph	Ruled Scratch
Other: _____			

Materials provided by: Distance Learning Instructor Proctoring Institution

METHOD FOR PROCTOR TO RETURN COMPLETED EXAMS:

Return Exams by Mail to: _____ Address: _____
Return Exams by Express Mail to: _____ Attn: _____
(Select this option if necessary to meet deadlines.)
Return Exams by Fax to: _____

Instructor Signature: _____ Date Form & Tests Submitted: _____