

## Proctored Exam Registration

Please complete the following information and e-mail this form to HYPERLINK "mailto:april.russell@kctcs.edu" april.russell@kctcs.edu

The Assessment Center will contact you by e-mail to schedule your exam

\*\*\*\*There is no charge for currently enrolled KCTCS students that are taking a proctored exam for a KCTCS online college course

\*\*\*There is a \$25.00 proctored exam fee for non-KCTCS colleges and courses

Today's Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone # : \_\_\_\_\_

Name of Course your enrolled in: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Instructor's E-mail address: \_\_\_\_\_

Name of College you are attending: \_\_\_\_\_

**Proctor will fill out the following information:**

**Test Date:** \_\_\_\_\_ **Test**  
**Time:** \_\_\_\_\_

**Campus Location:** Somerset \_\_\_\_\_ **Laurel** \_\_\_\_\_ **Clinton** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Fee Charged if Applicable:** \_\_\_\_\_

**Proctor**  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_