

INFORMATION FOR EXAMINEES TAKING THE FOREIGN LANGUAGE COMPETENCY TEST OFF-SITE

Examinees who are unable to be present on a scheduled test date may (with approval of the Testing Center) take the FLCT at another college or university, supervised by a qualified proctor.

Criteria for gaining approval to test off-site:

- Examinee must live more than 1.5 hours from Indiana
- Examinee must arrange for a qualified proctor (see criteria below) and pay any associated proctoring fees
- Examinee must provide complete proctor information to University Testing Services at the time of registration to allow time for approval of the proctor (see below)
- Examinee is responsible for arranging for return of the completed test materials to University Testing Services by the specified receipt deadline, and for the cost of shipping through any expedited and traceable return service

Proctor qualifications:

- Proctor must be a faculty or staff member at a college, university or community college
- Proctor must complete a qualification statement (provided directly by University Testing Services) by the deadline
- If approved, proctor must agree to abide by testing guidelines provided by University Testing Service

PROCTOR INFORMATION/CONTACT FORM

(to be completed by examinee at time of registration)

EXAMINEE'S NAME _____

PROCTOR'S NAME _____

PROCTOR'S BUSINESS TITLE _____

COLLEGE/UNIVERSITY _____

COMPLETE MAILING ADDRESS _____

CITY, STATE, ZIP CODE _____

BUSINESS TELEPHONE NUMBER (____) _____ FAX (____) _____

EMAIL ADDRESS _____