PROCTORED AGREEMENT FORM

City College of San Francisco is a participant of the Online Education Initiative.

The criteria below explains the CCSF Proctoring process.

- The request must be done directly from the student’s instructor and/or institution.
- All requests must be approved by the Assessment Office.
- Requests must be received at least 10 business days prior to the preferred test date.
- Participant and colleges are responsible for all related materials costs and shipping fees.

Fill out the Proctored Testing Request Form and Via-Email to Techang@ccsf.edu

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STUDENT AGREEMENT *(Please print legibly)*

Tentative Testing Date __________________________________________

Student Name ____________________________________________ Email ____________________________

Address __________________________________________________________ Phone Number (___) ______

City __________________________________________ State __________ Zipcode __________________

Student Signature __________________________________________ Date __________________________

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INITIATIVE AGREEMENT *(Please print legibly)*

Contact Name __________________________________________ Email ____________________________

Address __________________________________________________________ Phone Number (___) ______

City __________________________________________ State __________ Zipcode __________________

Contact Signature __________________________________________ Date __________________________

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APPROVED/PROCESSED BY

CCSF Contact Name __________________________________________ Phone Number (___) ______

Staff’s Signature __________________________________________ Date __________________________

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Cancellation Policy

please notify the CCSF Assessment Office Manager, 48 hours in advance.

Rev. July. 2019 TC