

**OFF SITE TESTING REQUEST FORM
2011/2012**

If you are requesting off-site testing for at Georgian College – please read and follow the instructions below. Providing **all** the required information allows a test to be sent to your proctor by email the day before the date and time arranged with your proctor to complete the test.

Please indicate: HOAE off-site testing requested
 FIRE off-site testing requested

1. Applicant **MUST BE** more than 3 hours from any of the main campuses.
2. Applicant **MUST ARRANGE** for a proctor at a college or university in your area.
3. Applicant **MUST HAVE** access to a stable internet connection for 3 hours in a quiet, private area.
4. Applicant must **complete and FAX** the next page. Details required **MUST** include:
 - A. Proctor's credentials and title
 - B. Proctor's email address, phone number, address, & fax number
 - C. Date scheduled for the testing (note: Georgian requires a minimum of **10 days notice** to arrange testing)
 - D. Applicant information **MUST** be faxed from the proctor and include the following:
 - Student name
 - Georgian student number
 - OCAS Number
 - Program(s)
 - Email address
 - Day and evening phone numbers
 - Applicant's home address
5. All information must be faxed to:
 - HOAE off site: 705-329-3106; Health Science Testing, Attention: Melissa Aneroussos
or emailed to maneroussos@georgianc.on.ca.
 - FIRE off site: (705) 722-5138: Pre-Service Firefighter Education and Training Program, Attention: Karen Royce or email to kroyce@georgianc.on.ca

*Please keep in mind that your test **cannot** be sent to your proctor if the required information is not received at least 10 days prior to the test date. If you are not approved to write off site you must attend your scheduled session.*

IMPORTANT:

Once we receive **ALL** the required information and payment, we will finalize details with the proctor. Testing information will be sent the day before the arranged test date using your proctor's email address.

Office Use Only

Date Request Received
Date Payment Processed:

Date Test Sent:
Date Test Closed:

Application for off-site testing – 2011/2012

Complete the following information and fax or email

- HOAE: Fax to 705-329-3106 - Health Science Testing, Attention: Melissa Aneroussos
- Email to: maneroussos@georgianc.on.ca.

OR

- FIRE: Fax to (705) 722-5138- Pre-Service Firefighter Education and Training Program, Attention: Karen Royce
- Email to: kroyce@georgianc.on.ca

*Please keep in mind that your test **cannot** be sent to your proctor if the required information is not received at least 10 days prior to the test date. If you are not approved to write off site you must attend your scheduled session.*

Applicant Information

Applicant name		
Georgian Student number		
OCAS number		
Program(s) you are testing for:		
E-mail address		
Phone Numbers	Day	
	Evening	
Home address		
Applicant signature:	Date:	

Proctor Information

Proctor's name/title		
College or University		
Address		
Fax number		
Email address		
Phone numbers	Day	
	Evening	
Date & time test is scheduled *minimum 10 days notice required		
Proctor's signature:	Date:	

Confirmed Test Reservation

Date Selected:	Location & Time:
If approval for off site is not granted you should keep your original test reservation.	

Office Use Only

Date Request Received
Date Payment Processed:

Date Test Sent:
Date Test Closed: