Academic Placement & Testing Center
Request for Proctored Testing Services at Northern Essex Community College

First Name: _____ M.I._____ Last Name: _____ Social Security#:_____
Address: _____
          Street   City   State   Zip Code
Daytime Tel#: _____ Evening Tel#: _____
Email: _____ Date of Birth: _____

Test to be administered: _____
Institution testing for: _____
Address: _____
          Street   City   State   Zip Code
Contact Person for your Institution: _____
Contact Phone Number for your Institution: _____
Contact Email for your Institution: _____

Payment of non-refundable $75.00 Registration Fee for Proctored Testing Services (in the U.S.)*
Payment of non-refundable $100.00 Registration Fee for Proctored Testing Services (International/outside the U.S.)*
Payment Method (Check one):

☐ **Online Registration** Go to: www.necc.mass.edu/engage/testing-services/proctored-testing-services/ and follow the Registration Steps. First time requests select Proctored Testing Registration Fee - Test One (PROC 1000). If you have made a previous request at NECC, select the appropriate Proctored Testing Registration Fee - Test Two (PROC 1001), Test Three (PROC 1002), Test Four (PROC 1003), Test Five (PROC 1004), Test Six (PROC 1005), Test Seven (PROC 1006), Test Eight (PROC 1007), Test Nine (PROC 1008), Test Ten (PROC 1009). If you are testing at NECC for an International institution, select Proctored Testing International Registration Fee – Test One (PROC 1010). If you have a made a previous international request, select the appropriate Proctored Testing International Registration Fee – Test Two (PROC 1011), Test Three (PROC 1012), Test Four (PROC 1013).

☐ **Mail-in -** print out the Request for Proctored Testing Services Form and mail the completed application in with a money order, made payable to NECC, for $75.00 (U.S.) for $100.00 (International)

☐ **Walk-in** – print out Request for Proctored Testing Services Form and bring the completed form to the Academic Placement & Testing Center. You can make your payment for your registration fees by credit card, money order at the time you walk-in.

Northern Essex Community College, Academic Placement & Testing Center
Attention: Donna Felisberto, Coordinator
100 Elliott Street, Haverhill, MA 01830
Technology Center, Room TC-128
Email: testing@necc.mass.edu | Fax 978-556-3169

*Processing fee is required in advance of score release and is non-refundable.

Signature: _____ **Date:** _____

You can submit your form by clicking the Submit Form button or print the form, scan and email it to
testing@necc.mass.edu or print and fax it to 978-556-3169