

Great Falls College MSU
Testing Services
Accuplacer Proctor Agreement

Part I: STUDENT AGREEMENT

Student Name (printed): _____ GFPS# or ACPL#: _____
(circle either GFPS or ACPL)

Phone #: _____ Email _____

Address: _____

Birthdate: _____

Circle Your Exam:

- Math only (\$5.00)
- Reading & Writeplacer only (\$20.00)
- Math, Reading, & Writeplacer (All 3 - \$25.00)
- Computer Challenge (\$25.00—**MUST CONTACT YOUR ADVISOR FIRST**)

**** ALL THE ABOVE INFORMATION HAS TO BE FILLED OUT ****

Follow the Steps:

1. Click the following link to generate your GFPS#. <https://greatfallscollegemsu.hobsonsradius.com/ssc/iform/C6700rEB003m0x6702BI0I.ssc>
2. Contact Great Falls College MSU Student Accounts (406)771-4315, to pay for the placement exam.
3. Fill out the Proctor Agreement Form.
 - a. Computer Challenge ONLY – must send the Testing Center the form.
4. Once step 2 is completed, the Testing Center Coordinator will send the instructions necessary to have the Accuplacer administered remotely.

As a student, I agree to the following:

1. To be responsible to locate a proctor and set up an appointment for the placement exam.
 - a. The proctor **CANNOT** be a friend or relative.
 - b. Test must be administered at the proctor's place of business.
 - c. Local Libraries, Job Services, Military Education Center or Schools are the best place to find a proctor
2. To be responsible for any proctoring fees.

Student's Signature _____ Date _____

Part II: Proctor Agreement

A. Please check one of the following:

- a. _____ I am an educational official, counselor/teacher at a community college/university, administrator or educational services officer for the military. College testing center.

- b. _____ I am an employee at a public library, or public school.
- c. _____ Other occupations. Please list _____

B. I agree to the following statements:

- I am not a current student at Great Falls College MSU.
- I am not related to the student.
- I am not a friend or co-worker of the student.
- I will keep the exam login and password secured at all times.
- I will check the student's ID to ensure the proper person is taking the exam.
- I will personally observe the student throughout the entire examination.
- I will not provide assistance in interpreting or completing the exam.
- I will enforce the guidelines/instructions listed for each test.
- I understand the test must be administered at my place of business.
- I understand that the student may not talk with anyone during the course of the exam and may use only those materials indicated on the exam instructions.
- Electronic items, including cell phones, MP3 players, iPods, tablets, iPads may not be accessible to the student during the test, and if found on the student, it must be reported as a violation.
- ___ (Please Check If It Applies) I am a first time proctor.

C. Questions: I will contact the Great Falls College Testing Center by either phone (406) 268-3711 / (406) 771-2261 or email etesting@gfcmsu.edu.

I accept the responsibility for proctoring Great Falls College MSU Examinations in accordance with the statements outlined above.

Signature _____ Date _____

Proctor's Contact Information (PLEASE PRINT)

Name: _____ Position: _____

Name of Company or Institution: _____

Business Address: _____

Phone Number: _____ Fax Number: _____

Email address: _____

MUST BE INSTITUTIONAL OR PROFESSIONAL EMAIL ADDRESS; CANNOT BE GMAIL, YAHOO, ECT.

Great Falls College MSU
Testing Center
2100 16th Ave. South
Room R274
Great Falls, MT 59405
Phone: 406-268-3711
FAX: 406-771-5125
etesting@gfcmsu.edu