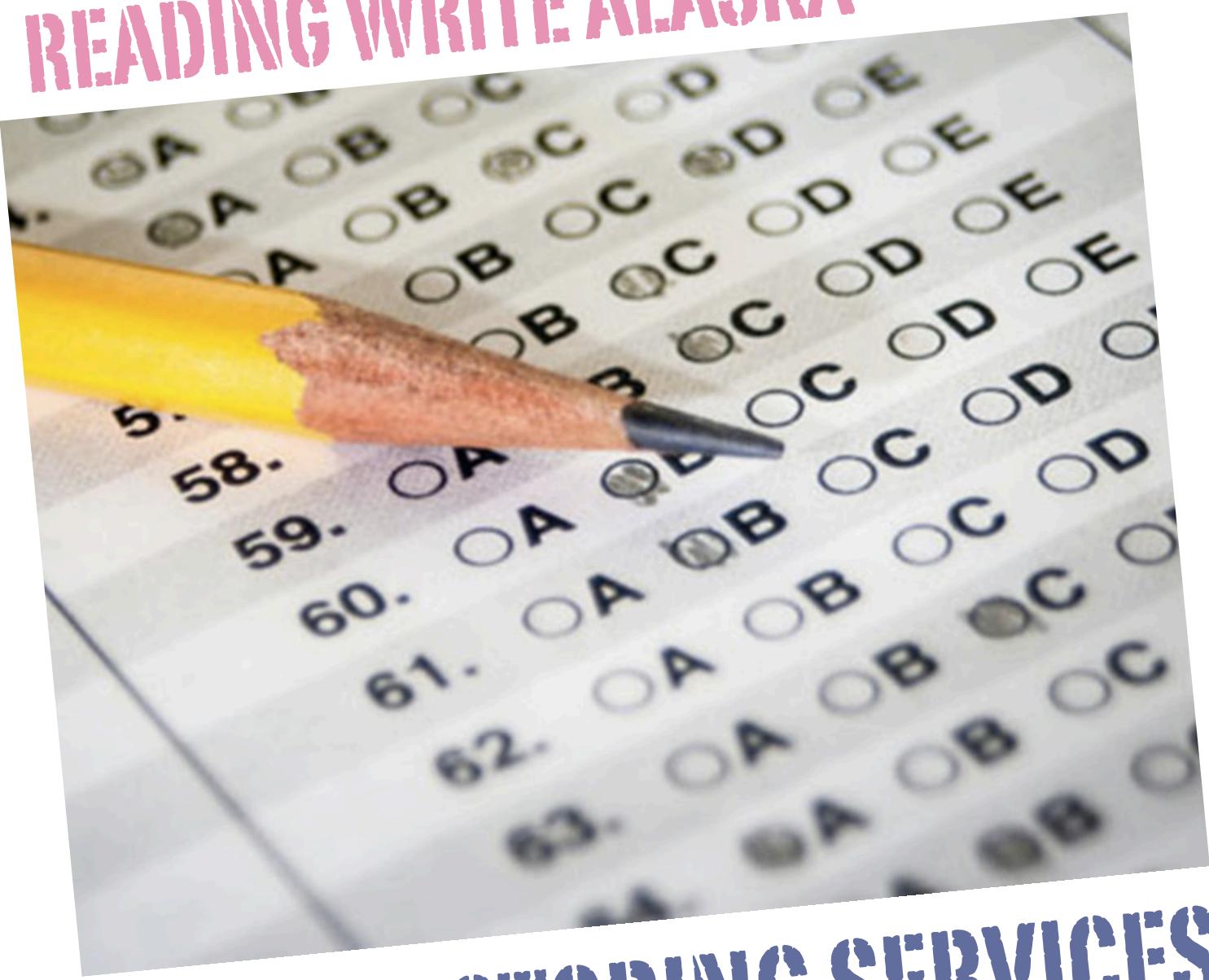


# READING WRITE ALASKA



## TEST PROCTORING SERVICES IN PERSON PAPER & ELECTRONIC ADMINISTRATION

REGISTER 1 WEEK PRIOR TO PREFERRED TEST  
DATE

Identification is required. Exams will be returned to your school/university/program by  
testing staff only. Call (907)301-4588 for available days and to register and pay proctor fee.

**\$40** 0-120 MINS.  
**\$10** /ADDL. HR.

# READING WRITE ALASKA TEST PROCTORING SERVICES RULES:

1. RWA must receive >24 hour notice of cancelation of test proctoring. No refunds will be provided if canceled under the 24 hour window.
2. A current identification is required for all examinees (no exceptions). ID's include, Government issued such as Military ID, Passport, Driver's License or State ID, High School or College ID.
3. Computers will be provided.
4. Children are not allowed to accompany examinees into the testing room. Children of test takers are not to be unsupervised in the building.
5. Cell phones, and other electronic devices are not allowed in testing room. They may not be accessed during breaks.
6. Bags, jackets, and watches are not allowed in the testing room. They will be stored nearby, however will not be accessible.
7. No food or drinks (with the exception of water) are allowed in testing room.
8. Scratch paper, white boards, markers, pencils will be provided to examinees during testing for exams that require use of such materials. All materials must be returned to the proctor at the conclusion of the exam. Calculators will not be provided, you may provide your own, inspection of graphing calculators may be performed.
9. Examinees are not permitted to leave the building during breaks. Some exams prohibit examinees from using the rest room during testing. Please review your exam policies and procedures before coming into the testing center.
10. Talking is not permitted inside the testing room unless it is directed towards a proctor.
11. Visitors are not permitted in testing room.
12. Any examinee found with any unauthorized materials, or who violates any security regulations will be asked to leave RWA immediately. All such instances will be reported to the testing company, school/college, or institution.
13. If rush delivery is required for submission, an envelope with paid postage must be provided prior to the start of testing.

**A computer will be provided. The proctor will enter testing code provided from the testing institution.**

**Information:**

**Examinee Name:** \_\_\_\_\_

**Examinee Email:** \_\_\_\_\_ **Examinee Phone:** \_\_\_\_\_

**Testing Date:** \_\_\_\_\_ **Testing Time:** \_\_\_\_\_

**Test Name:** \_\_\_\_\_ **Institution:** \_\_\_\_\_