

Placement Testing

New Jersey Institute of Technology
University Heights
Newark, NJ 07102-1982
973.596.8389
973.596.3609 (fax)

PROCTOR AGREEMENT

(PLEASE PRINT CLEARLY)

STUDENT'S NAME: _____

STUDENT'S NJIT ID #: _____

MAJOR: _____

PROCTOR'S NAME: _____

PROCTOR'S TITLE: _____

BUSINESS ADDRESS: _____

PROCTOR'S NUMBER: _____

PROCTOR'S EMAIL: _____

TEST DATE & TIME(EST): _____

I agree to keep the information to access the English Placement Test in my possession and the student will only be given access at the time of the test in my presence. I will administer and monitor the exam, as directed, on the date & time submitted above, delete/discard test access information and clear the computer's file history once the student completes the test. I understand that the computer used for testing cannot be the personal property of the student. **The test takes approximately an hour** with two writing essays, on different topics, timed for half an hour each. Each writing evaluation has a built-in timer notifying students of how much time they have to complete that evaluation. **Scratch paper is not permitted!**

Proctor's Signature

Date

Please return this form to: ATTN: Ms. Margo Gilchrist
Associate Director of Placement Testing
FAX: (973) 596-3609
EMAIL: margo.s.gilchrist@njit.edu

If you have any questions, please call (973) 596-8389. Upon receipt of this signed form, I will be in contact with you, the proctor, with further details regarding the testing.