

# Examination Schedule Form

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[www.ncctinc.com](http://www.ncctinc.com)

Test Site Name \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Test Site # \_\_\_\_\_

**Directions:** Please complete ALL fields and return to NCCT by mail or fax.

**Exam Coordinators:** Test sites and candidates need accurate, up-to-date information to ensure that the testing processes run as efficiently as possible for everyone. To make this happen, please call your proctor in advance with your test dates and times to confirm their availability. **Once proctors are confirmed (date/time), we can schedule the test date(s).**

Month	Test Dates	Time (a.m or p.m)	Proctor Name
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			

1. Did you confirm the above test date(s)/time(s) with your proctor(s)?  Yes  No *(If no, test date(s) will not be added.)*
2. Who can test at your site?  Just my students/graduates  We will allow others to test here
3. Do you charge a sitting<sup>1</sup> fee?  No  Yes (if yes, please check the statements below that apply)
  - We charge a sitting fee to all examinees; it is the same amount for everyone \$ \_\_\_\_\_
  - We do not charge our students/graduates a sitting fee, but we charge others \$ \_\_\_\_\_

4. Please make sure you have at least three confirmed examinees per scheduled test date.

If you have less than three examinees on any single test date, you can still administer our certification exams as scheduled. A nominal administration fee<sup>2</sup> of \$20 for examinee, less than three, will be billed to your test site. This helps to offset the cost of proctoring such a small group, but still allows rural and/or small schools to have the option of remaining test sites-even if they rarely test or have very few candidates.

**For everyone else who tests three candidates per session, there is never an administrative fee!**

**Your Signature** \_\_\_\_\_ **(i.e. Exam Coordinator)**

<sup>1</sup> A sitting fee is any fee (i.e. administrative or otherwise) that a test site charges to examinees that is separate from our published exam fees. Standards/policies require that NCCT and examinees know about all such fees in advance. <sup>2</sup> The administrative fee for testing two students = \$20; for testing 1 student = \$40.