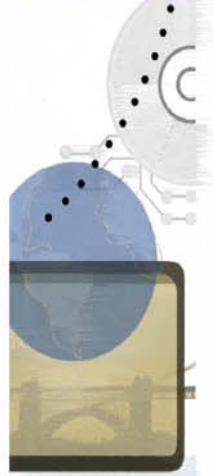




A bridge
to your
future:
**Continuing
Education
Division**



**Aims
Community
College**

Distance Learning
5590 W. 11th Street
Greeley, CO 80634

970.339.6504
1.888.644.3451
www.aimsced.com

Effective October 20, 2006

Dear Student:

In response to student requests, Aims has improved our guidelines for test administration. Students may now make their own testing arrangements that are convenient to their schedules. Previously, students were required to take tests at specific locations, dates and times.

You may choose your own proctor, test date, and test time at your convenience. Exams are delivered online; make sure you have adequate access to the Internet (Windows 98 or higher and Microsoft Explorer, not Netscape). When selecting a proctor, please choose any of the following:

1. Supervisor within your company/business
2. Principal or Superintendent of an Educational Institution, either public or private
3. Official Testing Service of an Accredited University or College
4. Certified College Instructor
5. School Guidance Counselor
6. Librarian
7. Military Educational Officer
8. Clergy
9. Law Enforcement Officer (Sergeant, Lieutenant or Captain only)
10. Official Learning/Tutoring Center
11. Other - Specify (Please contact john.hutson@aims.edu for permission)
12. The following **will not** be accepted: fellow students, co-workers, Family members

Please note: Some institutions may charge a fee for this service. It is the student's responsibility to pay any cost incurred for testing.

Please use the following steps to make test arrangements:

1. Locate a proctor who meets the requirements above.
2. Complete the Proctor Request Form and return it to us either by mail or fax.

****If faxed, please call 1-888-644-3451 x6504 to confirm fax was received by Aims. ****

Within 24 hours of receiving the Proctor Request Form, we will send the appropriate online testing instructions to your proctor. Please call your proctor to confirm receipt of materials before your testing time.

Your proctor will be given simple directions, as follows:

1. Ask the student for a form of picture identification, such as a driver's license to verify student's identity.
2. Time the test (instructions will specify time limit).

If you have any questions or concerns please feel free to contact me by phone at 1- 888-644-3451 or by email at distance@aims.edu. Good luck on your exams!

Best regards,

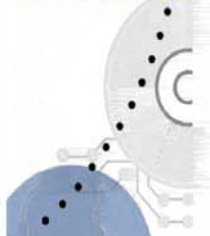
John W. Hutson

John Hutson
Aims Community College, Distance Learning



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Aims Community College Proctor Request Form

Student Name: _____

Aims ID or SSN: _____ - _____ - _____

Phone #: (_____) _____

Email: _____

I want to take the test for:

Course Name: _____

Midterm Final

I would like to take my online test on: Date: _____ Time _____

Please Contact Aims 5 days prior to exam date.

Proctor Information

Name: _____

Title: _____

Company Name: _____

Phone #: (_____) _____

E-mail Address: (required for online testing)

Please mail, fax, or email this completed form to:

Aims Community College
Continuing Education
ATTN: Final Testing
P.O. Box 69
Greeley, CO 80632

Fax: 970-339-6564
Phone: 1-888-644-3451 Ext 6504
Email: distance@aims.edu