

**ETS® Proficiency Profile
Confidential Review Copy Request Form**

To request a confidential review copy of the ETS® Proficiency Profile test, please complete, sign and return this form to ETS.

Mail: Educational Testing Service
MS 13-Q
1425 Lower Ferry Road
Ewing, NJ 08618

Fax: 609-771-7835 or 609-771-7255

ETS PROFICIENCY PROFILE TEST REQUESTED – Check below to request a confidential review copy of the ETS Proficiency Profile test needed to determine its suitability for your institution. This request is for review copies only; you may not order multiple quantities.

✓	TEST FORMAT	SERIAL NUMBER
	Abbreviated Form	
	Standard Form	

CONFIDENTIALITY

As the president, dean or department chair, I accept the responsibility for the proper safeguarding of this confidential test, and I agree to:

- Keep the test under lock and key at all times when it is not actually being reviewed.
- Permit review by other staff members only in my continuous presence.
- Safeguard the review of the test in such a way that notes, copies or transcripts of its content cannot be made.
- Return the test via certified mail within 30 days to the address in the box below. (Institutions will be billed \$50 for each test that is not returned.)

Signature _____ Date _____

Name _____

Title and Institution _____

Phone Number _____ E-Mail Address _____

SHIPPING – Type your name and address in the box below. You must provide a street address; deliveries cannot be made to a PO box.

ETSPROFICIENCYPROFILE/00463

ETS USE ONLY

Program: ETSPROFICIENCYPROFILE/00463

Date test sent: _____

Authorized by: _____

RECEIPT ACKNOWLEDGMENT – ETS will forward a confidential review copy of the ETS Proficiency Profile test via certified mail. Upon receipt of the review copy, sign below and return one ACKNOWLEDGEMENT COPY to:

Education Testing Service
Test Keys & Library Services
MS 12-N
Princeton, NJ 08541

Signature of Addressee _____ Date Received _____

RETURNING REVIEW COPIES

Enclose a copy of this form with the returned test. Copies must be returned by: _____