ETS® Proficiency Profile Test Processing Request Form

The information requested on this form is required to score your ETS® Proficiency Profile tests. Omitting any information could delay score reporting. Complete and return a separate Processing Request Form for each group or subgroup for which you want a report. Enclose the top copy in envelope No. 1 with the completed answer sheets being returned for scoring. Use the special envelope provided and return answer sheets to: Educational Testing Service, 1425 Lower Ferry Road, MS 13-Q, Ewing, NJ 08618.

You may wish to receive score data for groups of students based on a characteristic that is not captured by the demographic section of the answer sheet. Submitting answer sheets in "subgroups" permits data analysis beyond what is provided by the standard reports. Therefore, any subgroup you wish to define need not be based on a characteristic that is already captured by the answer sheet (e.g., there is no need to subgroup your answer sheets by class year because information on these groups of students is already captured and reported.) For more information on subgroups, please call 1-800-745-0289.

INSTITUTION INFORMATION (please print clearly)

Institution Name: ____________________________________________  Today’s Date: ___________________

Send results to:

Name: ________________________________  E-mail: ____________________________________________

Title: ________________________________  Phone: ________________________________

Address: ____________________________________________  Fax: ________________________________

____________________________________________________________________________________

TEST ADMINISTRATION INFORMATION (please print clearly)

Form used for these answer sheets:  □ Standard Form (120 minutes)  □ Abbreviated Form (40 minutes)

Center Number: ________________________________  Date Testing Completed: ________________________________

Number of answer sheets being returned for scoring: ___________________  Number of packages: ___________________

1. Total enrollment, by class, of students tested:
   _____ Entering Freshmen  _____ Sophomores  _____ Seniors
   _____ Freshmen  _____ Juniors  _____ Other

2. Total number of students taking this exam:     ____ as a requirement     ____ volunteered

3. Were local questions used?  □ Yes  □ No
   a. Did you use question #14 on the answer sheet for local demographic questions?  □ Yes  □ No
   b. Did you use the back page of the answer sheet for students to respond to local institution questions?  □ Yes  □ No

4. If the students tested were a targeted group rather than a random sample of students, please check here:  □
   (A targeted group of students might be: at-risk students, honors students, ESL students, etc.)

5. If known, please give us the name of the Carnegie Classification for your institution: ________________________________

DO NOT WRITE IN SPACE BELOW – ETS USE ONLY

<table>
<thead>
<tr>
<th>BATCH NUMBER:</th>
<th>NO. OF TESTS:</th>
<th>DATE RECEIVED:</th>
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