

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 1-800-745-0269.

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

BATCH NUMBER:	NO. OF TESTS :	DATE RECEIVED:
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