



# Security Requirements Report

## WRITTEN EXAMINATIONS

A secured test site is a site that requires additional security clearance or security procedures for off-site personnel. If the Test Site Application indicates that the test site is a secure facility, please complete this form and submit it with the Written Test Administration Request Form.

*Please type or print neatly.*

SECURITY CONTACT REPRESENTATIVE		WRITTEN TEST ADMINISTRATION NUMBER (IF KNOWN)	
HOST COMPANY NAME			
HOST COMPANY MAILING ADDRESS			
CITY		STATE	ZIP
SECURITY CONTACT PHONE	SECURITY CONTACT FAX		SECURITY CONTACT EMAIL
TEST SITE ADDRESS (Physical address of where the written test administration will be set up; P.O. Boxes not acceptable)			
CITY		STATE	ZIP

1. Does the site have a secured entrance?  Yes  No
2. If the site has multiple entrances, which entrance should testing personnel and/or NCCCO staff use to access testing location? \_\_\_\_\_  
\_\_\_\_\_
3. What type(s) of credentials or proof of training are required to gain access to the site? \_\_\_\_\_  
\_\_\_\_\_
4. How much time is required for a security review? \_\_\_\_\_
5. Can security reviews be performed in advance of testing personnel and/or NCCCO staff arriving at secure site?  
 Yes  No
6. Does the site have other site-specific requirements or protocols? (Describe below or attach written security policy.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECURITY CONTACT SIGNATURE	DATE
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*Please complete and submit to:*

NCCCO—Testing Services Department  
1960 Bayshore Blvd.  
Dunedin, FL 34698

Phone: 727-449-8525  
Fax: 727-461-2746  
Email: [kqualls@nccco.org](mailto:kqualls@nccco.org)