



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 | COUNTRY |
| SECURITY CONTACT PHONE | | 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 | COUNTRY |

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 |
|----------------------------|------|

Please complete and submit to:

NCCCO—Testing Services Department
34125 U.S. Highway 19 North, Suite 150
Palm Harbor, FL 34684

Phone: 727-449-8525
Fax: 727-461-2746
Email: kqualls@nccco.org