

REQUEST FOR OFF-SITE PROCTOR APPROVAL

Please use this form to request approval for an off-site proctor. Once approved, a confirmation email will be sent to the student, proctor and instructor, and is valid for the entire semester. Any proctor changes require a new request and approval.

<i>An Approved Proctor may be:</i> <ul style="list-style-type: none">• <i>Certified librarian</i>• <i>College test center</i>• <i>Education official at college, secondary or elementary school</i>• <i>Educational Service Officer</i>• <i>Test administrator</i>• <i>Commissioned officer of higher rank than the student (military)</i>	<i>Proctors May Not Be:</i> <ul style="list-style-type: none">• <i>Relative of student</i>• <i>Co-worker of student</i>• <i>Personal friend of student</i>• <i>Employee of student</i>• <i>Resident at same address as student</i>• <i>Direct supervisor of student</i>
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Student Name: _____

Email: _____ Phone: _____

Course Name: _____ Course Number: _____

Instructor Name: _____

Date of exam: _____ Time of exam: _____

Proctor's Name: _____ Proctor's Position: _____

Proctor's Email: _____ Proctor's Phone: _____

Name of testing site: _____

Mailing Address: _____

Proctor Fax (if necessary): _____

If you need assistance finding a proctor/site to take a proctored exam for your class, please contact Julie Waltz, FVCC Proctor, proctor@fvcc.edu or 406-756-3888.