

Proctor Request Form

Virginia Western offers proctored testing for distance learning students free of charge on campus in the Testing Center in Brown Library and the Franklin Center in Franklin County. Students who live outside the VWCC service area may elect to take tests at sites other than those listed above. Students choosing this option must complete this form and submit it to their distance learning instructor. **A separate form must be completed for each distance learning course.**

The student is responsible for

- paying any fees associated with test proctoring at the site chosen by the student
- providing postage and envelopes for test return to Virginia Western

The student is also responsible for identifying an appropriate proctor and informing the proctor of the requirements outlined below.

- The proctor should be someone at an educational institution (another community college, high school, or college) or a government institution (public library, government office, etc.).
- Proctors cannot be a relative, friend, fellow student, or coach and must be approved by the distance learning instructor at Virginia Western.
- Proctors are required to monitor test taking and then mail or email the test and answer sheet to the instructor at Virginia Western.
- Proctors should be able to answer questions on test taking procedures, not questions on test content.
- Students are not permitted to leave the testing area until the test has been completed. The student should provide all postage and envelopes for test return. The test should be mailed to the instructor by the proctor, not by the student.

Mailing Address

Instructor Name

Virginia Western Community
College 3093 Colonial Ave. SW
Roanoke, VA 24015

Instructor Information

Instructor's Name:

Email Address:

Fax #:

Course (Example: ACC 211):

Semester/Year (Example Fall 2013):

Student Information

Student Name:

Student Email Address:

EmplID:

Phone Number:

Reason for requesting a proctor:

Proctor Information

Proctor Name:

Relationship to Student:

Organization:

Organization Address:

Email:

Phone:

Fax:

I agree to proctor the test according to the proctoring procedures listed above.

Proctor's Signature

Date

Instructor's Signature

Date