

Virginia Highlands Community College

Proctor Request Form

If a student must take a test at a site other than on campus at Virginia Highlands Community College, the student must complete a Proctor Request Form and submit it to their instructor. The student is responsible for identifying a proctor and informing the proctor of the requirements to be a proctor.

Proctor Requirements:

- **Must** be at an educational institution (another community college, high school or college) or someone at a government institution (public library, government office, etc.)
- **Cannot** be a relative, friend, or fellow student
- **Must** be approved by the instructor

Proctors are required to monitor test taking and then mail or email the test and answer sheet back to the instructor at Virginia Highlands Community College. 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.

If returning test by mail the student should provide all postage and envelopes for test return. The test should be mailed to the instructor by the proctor and not by the student.

Please complete a separate proctor form for each course and return to your instructor by mail, e-mail or fax:

(Your Instructor's Name)
Virginia Highlands Community College
P.O. Box 828
Abingdon, VA 24212

Instructor's Name _____ Semester: _____

Address: _____

City _____ State _____ Zip _____ Phone #: _____

Email _____ Fax#:(Request from your instructor) _____

Student's Name: _____ EMPLID _____

Address: _____

City _____ State _____ Zip _____ Phone #: _____

Email _____ Course to be proctored _____

Reason for requesting a proctor _____

Proctor's Name _____ Title _____

Organization _____

Address: _____ City _____ State _____ Zip _____

Phone #: _____ Organizational Email Address _____

(Exams will not be sent to personal email addresses such as yahoo or hotmail)

I agree to proctor the test(s) according to proctoring procedures:

Proctor's Signature _____ Date _____

Once this form has been completed please return it to your instructor so they can provide testing information to your approved off-campus proctor