

Proctor Request Form

For students who cannot travel to a campus testing center, the Extended Learning Institute requires that a proctor be a **staff member at a testing center at a college or university**. Proctors **cannot** be a family member, employer, or someone with whom the student works. Incarcerated students should suggest an educational officer or counselor as their proctor. Disabled and other students who do not have access to an educational institution should suggest an alternative proctor, preferably an educator. Requests for proctored exams and proctors must be approved by ELI. ELI reserves the right to reject requests or proctors for any reason. For approved requests and proctors, exams will be sent to the proctor. For denied requests or proctors, an ELI staff member will contact the student. If the proctor charges a fee, payment is the student's responsibility.

STUDENT AND COURSE INFORMATION (Student: Please print or type.)

DATE: _____ STUDENT ID #: _____

LAST NAME: _____ FIRST: _____ MI: _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE # HOME: () _____ WORK: () _____

COURSE NUMBER: _____ COURSE NAME: _____

REASON FOR REQUESTING A PROCTOR: _____

YOUR SIGNATURE: _____

PROCTOR INFORMATION (Proctor: Please print or type.)

PROCTOR'S LAST NAME: _____ FIRST: _____ MI: _____

TITLE: _____ ORGANIZATION: _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

COUNTRY IF NOT U.S.: _____ WORK PHONE: () _____

EMAIL ADDRESS: _____

PROCTOR: Please include the following statement on a copy of your organization's letterhead. Be sure to include the date and your signature:

"I agree to serve as a proctor for _____. I certify that the information I provided on the Proctor Request Form is correct."

STUDENT: Please detach this form with the Exam Passes on back, attach your proctor's statement on letterhead, and send to:

Proctor Request - Attn: ENG 230 (92)
Extended Learning Institute
Northern Virginia Community College
8333 Little River Turnpike
Annandale, VA 22003-3796

Or you may FAX this form, a copy of the Exam Passes, and your proctor's statement to (703) 323-3392.