ELI Examination Passes

ENG 241: SURVEY OF AMERICAN LITERATURE I

EXTENDED LEARNING INSTITUTE
Northern Virginia Community College
EXAM PASS

Exam 3 (with evaluation)
Form 1-02-A

NAME: _____________________________

STUDENT ID# (NOVACONNECT EMPL ID): _____________________________

(Be sure to take a photo-ID with you to the lab.)

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ENG 241: SURVEY OF AMERICAN LITERATURE I

EXTENDED LEARNING INSTITUTE
Northern Virginia Community College
EXAM PASS

Exam 2
Form 1-02-A

NAME: _____________________________

STUDENT ID# (NOVACONNECT EMPL ID): _____________________________

(Be sure to take a photo-ID with you to the lab.)

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ENG 241: SURVEY OF AMERICAN LITERATURE I

EXTENDED LEARNING INSTITUTE
Northern Virginia Community College
EXAM PASS

Exam 1
Form 1-02-A

NAME: _____________________________

STUDENT ID# (NOVACONNECT EMPL ID): _____________________________

(Be sure to take a photo-ID with you to the lab.)
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# (EMPL 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 241
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.