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.