



PIEDMONT VIRGINIA COMMUNITY COLLEGE

## **Information Form For Proctoring of Non-PVCC Tests**

Students requesting proctoring services from the PVCC Learning Center must complete and return all information requested below. A separate proctor request form must be submitted for each course. Upon receipt of the completed form, the PVCC Learning Center will contact the school of origin and the appropriate arrangements will be made. A representative of the PVCC Learning Center will contact the student when the test information has been received. Please allow five (5) business days following the original submission before contacting the PVCC Learning Center with questions regarding the receipt of materials from the school of origin. Any omission of information may result in delays.

Completed requests should be submitted to the PVCC Learning Center at:

**Piedmont Virginia Community College  
The Learning Center, Room 607  
501 College Drive  
Charlottesville, VA 22902  
PH: 434-961-5320 FAX: 434-961-5274  
[Learningcenter@pvcc.edu](mailto:Learningcenter@pvcc.edu)**

*Proctoring forms will be considered outdated 120 days from the initial date of submission.*

**Date of Submission:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Name of Institution (School of Origin):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Course Instructor Name:** \_\_\_\_\_ **Course Name/Number:** \_\_\_\_\_

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[www.pvcc.edu](http://www.pvcc.edu)