



## TESTING AND PROCTOR REQUEST INFORMATION

**IMPORTANT: Proctor Request forms must be received in NO LATER than the second MONDAY of the semester. Proctor requests will be processed in the order they arrive. Any request received after the deadline requires instructor approval, and may result in delayed mailing of tests.**

A proctor is an individual who administers and monitors testing in an education or professional setting. Proctored testing is a service provided for eligible PVCC students. This service is provided for students who live outside the service area region.

<p><b>Proctors CAN include:</b></p> <p><u>College or university personnel:</u> administrators, faculty members, counselors, librarians and official testing center personnel.</p> <p><u>Public or private school personnel:</u> superintendents, principals, guidance counselors, librarians and teacher.</p> <p><u>Organization or institutional education personnel:</u> training coordinators, human resource personnel and supervisors</p> <p><u>Other:</u> Ministers or members of the clergy</p>	<p><b>Proctors CANNOT include:</b></p> <p><u>Relatives, friends, coworkers or students-</u> regardless of their position.</p> <p>Proctors with YAHOO, HOTMAIL or similar email account addresses will not be approved.</p>
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**Tests must be taken within an educational or professional setting. Residential settings are not acceptable. All proctors must be verifiable with their stated organization or institution and have a work related email address.**



## **PROCTOR REQUIREMENTS**

Proctors will discuss any fees associated with their services (if applicable) with the student.

Proctors are responsible for providing a quiet environment with no interruption, for administering and monitoring the tests, and for returning the completed tests to the PVCC Testing Center with the proper documentation. Test receipts and return mailing labels will be provided in each test packet.

Proctors are also responsible for protecting the integrity of the tests by safely housing the tests before they are administered and making sure the tests are delivered to the Testing Center in an appropriate manner. **Tests will be processed only if they arrive by mail, are faxed, or are delivered by the proctor. STUDENTS MUST NEVER DELIVER, FAX OR MAIL THEIR OWN TESTS.** A proctor will certify in writing that a student has completed the tests according to instructions. Proctors are not allowed to make copies of tests. The honor code at PVCC is a top priority.

## **STUDENT REQUIREMENTS**

**Proctored students are responsible for abiding by test deadlines and contacting their**

**proctor to set up appointments for testing.** Tests are mailed to approved proctors within a week of the request, or as soon as they are made available by the instructor. Any fees for testing services or the return of tests to PVCC (cost of fax, U.S. Mail or UPS) are the responsibility of the student.

Students should keep in touch with their designated proctor at the start of, and throughout the semester to ensure that tests are available prior to due dates. If, for some reason, the proctor does not have tests on file, please contact the Learning Center Office to inquire about their status. It is not the responsibility of the proctor to notify the PVCC Testing Center Office if tests have not been received.



**PROCTOR REQUEST FORM**

**IMPORTANT:** This form should reach the Learning Center Office **NO LATER THAN THE SECOND MONDAY OF THE SEMESTER.**

**Please mail or fax request to:**  
 Piedmont Virginia Community College  
 The Learning center  
 Attention: Testing Coordinator  
 501 College Drive Room 607  
 Charlottesville, VA 2290

**Telephone:** 434-961-5320

**FAX:** 434-961-5274

**PART I: STUDENT INFORMATION – PLEASE FILL OUT COMPLETELY AND PRINT LEGIBLY.**

**Please type or print all information unless otherwise requested.**

1. Student Name:	
2. Student EMPLID#:	
3. Address:	
4. City:	
5. State:	
6. Zip:	
7. Daytime Telephone:	
8. Evening Telephone:	
9. E-Mail Address:	
10. Semester Dates:	
11. Course Title(s):	
12. Course number(s) and section(s):	
13. Course Instructor:	



**To be completed by Proctor nominee:**

1. Proctor Name:	
2. College/Library/Affiliation	
3. Title	
4. Work Address:	
5. Work Telephone:	
6. FAX:	
7. E-mail:	
8. Are you a full time employee of the above establishment? (#2)	
9. Please define what, if any, is your relationship to the student	
10. Where will you store the exam?	
11. Where will you administer the exam?	
12. If the exam is a timed test, can you time the student to verify that the exam is completed in the allotted time	
13. Can you monitor the student throughout the administration of the exam?	
14. Prior proctoring experience (testing programs and dates)	

Proctor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student name (please print): \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_