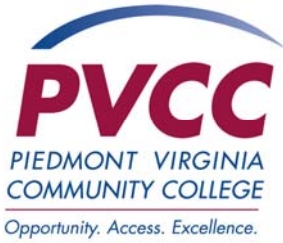


# Distance Learning Test Proctoring Payment Form



The PVCC Learning Center can proctor exams for any distance learning programs from U.S. institutions during our regular hours. For students who are not currently enrolled at PVCC and who are taking tests from institutions outside of the VCCS system, there is a \$25 fee for each test. Please enter test information on this form and bring it with payment to the PVCC Cashier's Office. You may pay for one test at a time or for all the tests for the semester. Test fees are non-refundable.

**Student Name** \_\_\_\_\_ **Institution** \_\_\_\_\_

**Course Name** \_\_\_\_\_ **Course Number** \_\_\_\_\_

**1. Test Name/ Number** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_  
(Must have business office receipt/ stamp to be valid.)

\*Date Completed \_\_\_\_\_ Proctor's Initials \_\_\_\_\_

**2. Test Name/ Number** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_  
(Must have business office receipt/ stamp to be valid.)

\*Date Completed \_\_\_\_\_ Proctor's Initials \_\_\_\_\_

**3. Test Name/ Number** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_  
(Must have business office receipt/ stamp to be valid.)

\*Date Completed \_\_\_\_\_ Proctor's Initials \_\_\_\_\_

**4. Test Name/ Number** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_  
(Must have business office receipt/ stamp to be valid.)

\*Date Completed \_\_\_\_\_ Proctor's Initials \_\_\_\_\_

**5. Test Name/ Number** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_  
(Must have business office receipt/ stamp to be valid.)

\*Date Completed \_\_\_\_\_ Proctor's Initials \_\_\_\_\_

**6. Test Name/ Number** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_  
(Must have business office receipt/ stamp to be valid.)

\*Date Completed \_\_\_\_\_ Proctor's Initials \_\_\_\_\_

**7. Test Name/ Number** \_\_\_\_\_ **Amount Paid** \_\_\_\_\_  
(Must have business office receipt/ stamp to be valid.)

\*Date Completed \_\_\_\_\_ Proctor's Initials \_\_\_\_\_

**\* To be filled out by Proctoring Staff.**