



OFFSITE TESTING AND PROCTOR REQUEST INFORMATION

Testing for face-to-face courses and the proctoring of exams for distance learning students are available at the testing centers at the Main Campus and at the Giuseppe Center in Greene County. Proctored testing is available off-site for eligible PVCC students who live outside of the PVCC’s service region.

All students utilizing testing services in PVCC’s Testing Centers, and those using proctors at approved off-site locations will have their identity verified with a proper and valid form of photo identification at the time of testing. Acceptable forms of photo ID include current driver’s license, school ID, government or military issued ID card, passport, or green card.

A proctor is an individual who administers and monitors testing in an educational or professional setting that is located outside of PVCC’s service region.

IMPORTANT: It is the student’s responsibility to find an acceptable proctor. The following procedures must be followed for enlisting an offsite proctor and for testing with an offsite proctor.

<p>Proctors CAN include:</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 teachers.</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>Proctors CANNOT include:</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 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.

Proctors are required to verify the student's identity with a proper and valid form of photo identification at the time of testing. Acceptable forms of photo ID include current driver's license, school ID, government or military issued ID card, passport, or green card.

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 email, are faxed, or are delivered by mail. STUDENTS MUST NEVER DELIVER, FAX OR MAIL THEIR OWN TESTS.**

STUDENT REQUIREMENTS

Proctored students are responsible for abiding by test deadlines and contacting their proctor to set up appointments for testing. Tests are sent 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 Testing 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.



OFFSITE PROCTOR REQUEST FORM

Please email, fax, or mail request to:

Piedmont Virginia Community College

Testing Center

501 College Drive

Charlottesville, VA 22902

Telephone: 434-961-5320

FAX: 434-961-5274

testing@pvcc.edu

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:	
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?		

I understand that I am responsible for both the security of testing materials received from the testing center and for administering test(s) per the center's instruction and protocols. I will verify the student's identity with proper and valid photo identification at the time of testing. Acceptable forms of photo ID include current driver's license, school ID, government or military issued ID card, passport, or green card. I understand that I will return completed test(s) to the testing center as required.

Proctor signature: _____ Date: _____

Student name (please print): _____

Student signature: _____ Date: _____