



PIEDMONT VIRGINIA COMMUNITY COLLEGE

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

Students requesting proctoring services from the PVCC Testing 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 Testing Center will contact the school of origin and the appropriate arrangements will be made. A representative of the PVCC Testing 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 Testing 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 Testing Center at:

**Piedmont Virginia Community College**  
**The Testing Center, Room 607**  
**501 College Drive**  
**Charlottesville, VA 22902**  
**PH: 434-961-5320 FAX: 434-961-5274**  
[testing@pvcc.edu](mailto:testing@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*Proctoring forms will be considered outdated 120 days from the initial date of submission.*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:** \_\_\_\_\_