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

Proctoring forms will be considered outdated 120 days from the initial date of submission.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