

Alternative Proctor Request Form

Students, use this form to request an alternative proctoring location.

Students living outside the area or having difficulty using the official Virginia Western Testing Center may request an alternative location to complete a proctored test or assignment for an online course. Instructors have final approval and may reject any proctor or location at their discretion. ([See Off-Campus Proctored Testing Policy](#))

Directions:

Identify a potential proctor and location and complete this form in its entirety, including the signature of the proposed proctor agreeing to the proctoring terms. Forward to your instructor for approval. A separate form must be completed for each online course. Learn more at: <https://viriniawestern.edu/library/testing-center/>

Student Information:

Student ID:

First Name:

Last Name:

Telephone:

VWCC Email Address:

Reason for requesting a proctor:

Instructor Information:

First Name:

Last Name:

Telephone:

Fax:

VWCC Email Address:

Proctor Information:

Proctor Name:

Proctor Title:

Relationship to Student:

Name of Organization:

Phone:

Fax:

email:

Course Information:

Class, Number, &
Section: (Example:
ENG.111.V1)

Semester:
(Example: Fall 2013)

Student Responsibilities

- Follow the instructions located at the top of this form.
- Pay all fees associated with using an alternative proctored location.
- Follow all procedures and policies required by the instructor.

Alternative Proctor and Location Guidelines [I-61: Off-Campus Proctored Testing](#)

- Other Virginia Community Colleges with a testing center may be an easy option.
- Other locations may include college, university, or private testing centers; public or academic libraries; or private office space that meets these standards.
- Military personnel should contact the education officers at their duty station.
- Alternative proctor locations must be conducive to testing or academic activities while maintaining the integrity and security of the academic process.
- A proctor should be an employee of an educational institution (high school, college or university), a private or commercial testing center, or a government institution (public library, government office, etc.).
- The proctor should have no conflicts of interest in upholding the Academic Conduct policy as outlined in the [Student Conduct Policy](#).
- The proctor should not be a relative, friend, fellow student, co-worker, immediate supervisor, or coach.

Proctor responsibilities:

- Verify the identity of the student through a Virginia Western Student ID or another government issued photo ID in order to complete the proctored activity.
- Monitor test-taking and ensure the integrity of the testing process.
- Return test and related materials to the instructor at Virginia Western via mail, email or fax. The student should provide all postage and envelopes for test return. The test should be mailed to the instructor by the proctor, not the student. If the test is taken through the Learning Management System (LMS), there may be no materials to return.

I agree to proctor the test according to the proctoring procedures listed above.

Proctor's Signature

Date

Instructor's Signature

Date