

Proctor Request Form

If a student wishes to take a test at a site other than on campus at Thomas Nelson, they must complete a Proctor Request form and submit it to the Make-Up, Tele-course and Internet Course Testing Center. The proctor may be someone at an educational institution (elementary school, high school, or college), someone at a religious institution (church, synagogue, etc) or a government institution (public library, government office, etc). Proctors may not be a relative, friend, or fellow student.

Proctors are required to monitor the test taking, and mail the test and answer sheet back to the Thomas Nelson Community College Make-Up, Tele-course and Internet Course Testing Center. Proctors should be able to answer questions on test taking procedures, not questions on test content. Students are not permitted to leave the testing area until the test has been completed and both the student and proctor are required to sign the verification form mailed with the tests (Test Receipt).

Please complete a separate proctor form for each course. **It is the responsibility of the student to provide postage for mail of test(s) back to Thomas Nelson Community College.**

Make-Up, Tele-course and Internet Course Testing Center
Thomas Nelson Community College
Wythe Hall, Room 254
P.O. Box 9407
Hampton, Virginia 23670

Semester: _____

Student's Name: _____

Student ID: _____

Address: _____

Phone: _____

Reason for requesting a proctor: _____

Course requesting proctor for: _____

Instructor: _____

Organization: _____

Address: _____

Relationship to student: _____

Phone#: _____

Fax#: _____

Email Address: _____

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

Proctor's Signature: _____

Approved by: _____

Date: _____