

Off Campus Proctor Request Form

RCC requires that a proctor **must** be a staff member at a college or university. Proctors **cannot** be a family member, employer, or someone with whom the student works. Off campus proctoring can be requested when students who cannot travel to a campus testing center: You are responsible for any fees charged by the proctor. Requests for proctored exams and proctors must be approved by the *Instructor and the Testing Center at Rappahannock Community College. Before submitting the form, the student must receive permission from the instructor. Please allow up to five (5) business days to process this form. The Testing Center reserves the right to reject requests or proctors for any reason.

****Students who want to take their exams at another VCCS college or their high school do not require permission from the instructor, but they must submit the completed Off-Campus Proctor Request Form.***

STUDENT AND COURSE INFORMATION (Please print or type.)

DATE: _____ STUDENT ID NUMBER: _____

LAST NAME: _____ FIRST NAME: _____

PHONE NUMBER: _____

COURSE NUMBER/NAME: _____ INSTRUCTOR NAME: _____

REASON FOR REQUESTING A PROCTOR: _____

STUDENT SIGNATURE: _____

PROCTOR INFORMATION (Proctor: Please print or type.)

PROCTOR'S LAST NAME: _____ FIRST: _____

TITLE: _____ ORGANIZATION: _____

STREET: _____ CITY: _____

STATE: _____ ZIP: _____

WORK PHONE: _____ EMAIL: _____

PROCTOR: Please attach a copy of your organization's letterhead with the following statement, the date, and your signature:

"I agree to serve as a proctor for Rappahannock Community College. I certify that the information I provided on the Proctor Request Form is correct."

SIGNATURE: _____ DATE: _____

STUDENT: Please print this form and attach your proctor's letterhead, and send it to:

Rappahannock Community College Testing Center
52 Campus Dr.
Warsaw, VA 22572
Phone: (804) 333-6834 Fax: (855) 575-5208
Email: testing@rappahannock.edu