Blue Ridge Community College

ALTERNATE PROCTOR REQUEST FORM

Alternate proctors may be:

- Community college/university testing center
- Military testing center
- An approved remote proctoring service (form not required, contact your instructor)

BRCC/instructor reserves the right to decline a request for an alternate proctor for any reason.

STUDENT INFORMATION

Student's name: _____ Student's EMPLID: _____

Address: _____ City: _____ State: _____ Zip code: _____

Phone number: _____ Email address: _____

Reason for requesting a proctor: _____

COURSE INFORMATION

Course prefix and number: _____

Course name: _____

FACULTY INFORMATION

Faculty's name: _____ Phone number: _____

Email address: _____

Student, please send the completed first page to the proctor.

PROCTOR INFORMATION

Proctor's name: _____ Title: _____

Organization: _____ Work phone: _____

Address: _____ City: _____ State: _____ Zip code: _____

Email address: _____

Proctor's relationship to student: _____

PROCTOR'S STATEMENT

"I agree to serve as a proctor for (student's name) _____

for (course prefix and number) _____.

I certify that the information I provided on the Proctor Request Form is correct. I have no personal or professional affiliation with the student and understand that I may not make any alterations to the exam instructions I am provided for this student."

By agreeing to proctor I agree to the following:

- Not permit the student to see or access a password.
- Not allow the student to access any electronic devices while testing: cell phones, smart watches, headphones, ear buds/pods, personal laptops or tablets.
- Only allow the student to use on scratch paper provided by the proctor and must turn in all scratch paper after testing.
- Ensure a quiet, secure test environment.
- Agree to follow all provided test instructions.
- Maintain the integrity and security of test materials and process at all times.

Proctor's Signature: _____ Date: _____

Proctor, please send the completed form back to the student.