# Fayetteville Technical Community College

# Remote Exam Request

***This form must be typed. No hand-written forms will be accepted.***

If you live more than 50 miles from main campus and choose to take your final exam in the presence of a human proctor, you will need to identify a location and the name, professional title, e-mail address and phone number of a contact person to serve as a suitable proctor. The location and proctor must be approved both by the Dean and by the instructor. The proctor must be someone with whom you have a professional, rather than a personal, relationship. The location must allow you access to a computer and the internet since you will take the exam online under direct and constant observation by the proctor.

If you are going to need a remote proctor, please complete the form below, and return it to your instructor as an email attachment.

A proctor is someone who agrees to administer a test to you in a monitored environment, i.e. closed book, no notes, no cell phone, single sitting, etc. You are only allowed any tools as specified by the instructor (e.g. note sheet, calculator). Plan to show your proctor a photo ID to verify your identity.

# Acceptable Proctors:

| **Location** | **Potential Proctor** |
| --- | --- |
| Accredited College or University | Faculty-Test Center Administrators |
| Public Library | Certified Librarian |
| U.S. Embassy | U.S. Embassy Official |
| U.S. Military Base | Testing Control/Unit Education Officer |

# Unacceptable Proctors:

* Family/Relatives
* Employers
* Co-workers
* Neighbors
* Friends
* Clergy

If you are on a military base, with an education center, then you should use their services for your proctor.

If you are military and in a remote location, (with none of the previous settings available), then you should use a Senior NCO or Commanding Officer. (Be sure to indicate your rank and your proctor’s rank when completing the form.)

Some centers charge to proctor tests. If there is a fee involved for giving the proctored exam, it is expected that the student pay the fee.

Make sure your proctor understands that the internet access is required, the installation of a lockdown browser is required, and constant supervision is expected.

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***This form must be typed. No hand-written forms will be accepted.***

**Return the completed form to:**

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| --- |
| **Instructor’s Name:** |
| **Instructor’s E-mail Address:** |

|  |  |
| --- | --- |
| **Date:** | **Semester:** |
| **Course Prefix Number:** | **Section:** |
| **Student Name (and rank if applicable):** | **ID #:** |

|  |
| --- |
| **Indicate which option you are using:** |
| Accredited College or University by Faculty-Test Center Administrators |
| Public Library by Certified Librarian |
| U.S. Embassy by U.S. Embassy Official |
| U.S. Military Base by Testing Control/Unit Education Officer |
| Other: |

|  |
| --- |
| **Proctor Information:** (please list only work phone numbers/emails/addresses not personal information) |
| **Proctor Name:** |
| **Proctor Title (and rank if applicable):** |
| **Phone Number:** |
| **Fax Number:** |
| **Mailing Address:** |
| **Professional Email Address:** |
| (Gmail, Yahoo, Hotmail, etc. are not allowed) |

|  |  |
| --- | --- |
| Have you personally requested the exam proctoring from this person? | YES or  NO |
| Is your proctor aware that you must have internet access, install Respondus Lockdown Browser, and/or you must be constantly supervised during the exam? | YES or  NO |

**\*Incomplete or handwritten forms will be returned to the student. \***