

Proctor Nomination Form

Carol Proud
Test Proctoring
Westmoreland County Community College
145 Pavilion Lane
Youngwood, PA 15697-1895

Please print clearly. Please complete one form for each course.

Course Number, Section, & Title:	
Student Name:	Phone #:
Student ID #:	
Instructor Name:	
Special Equipment or Conditions Allowed/Required:	

Student Signature _____ Date _____

This section must be completed by Proctor

Name:
Title:
Place of Employment:
Office Address:
Office Phone:
Fax #:
Email Address:

I agree to serve as test proctor for the student named above. As test proctor, I will receive, administer, and return all tests according to the directions provided to me. I will certify that the student completes the test(s) according to the directions provided. I am not related to the student for whom I will serve as proctor. I will sign this form in the presence of a notary.

Proctor Signature _____ Date _____

Notary SIG/Seal _____ Date _____

Proctored Testing

A proctor is an individual who agrees to administer tests in a suitable environment and return them to the instructor. Students are responsible for arranging proctor services to take tests, including the payment of notary fees, or the cost of fax, US mail, or UPS. If you are unable to find a proctor, contact Carol Proud (1-800-262-2103, ext. 4103 or proudc@wccc.edu) for assistance.

Proctor Form

This form is available online at <http://wccc.blackboard.com>. Click on the link for Getting Started and then look for Taking Proctored Tests. Complete the top part of the form for *each course* for which you need a proctor, even if you are using the same proctor for several courses. The **proctor must complete** the remainder of the form, **sign it in front of a Notary Public**, and submit it to the address provided. You should provide an addressed, stamped envelope if the form is to be mailed.

Proctors must be one of the following:

- a. **College or university personnel:** Dean, Department Chair, Registrar, professional staff in a continuing education or counseling center, Librarian, faculty member, testing center staff.
- b. **Public or Private School personnel:** Superintendent, Principal, Guidance Counselor, Librarian, Teacher
- c. **Other:** Civil Service Examiner, Public Library professional staff.

NOTE: *Relatives, regardless of their positions, are not permitted to be proctors.*

Please be sure to note any and all special equipment or conditions related to taking tests in your course, such as the use of a calculator. Only those items or conditions noted on the form will be permitted during testing.

The form must be completed and sent to the address provided within 10 days after you receive your course syllabus.