

Proctor Instructions – Off Site

Thank you for agreeing to proctor an exam for Northwest Florida State College (NWFSC). If you have any questions, please contact the instructor below or the Learning Technologies Office at (850) 729-6464.

Course ID/Title _____ Semester/Year _____
 Date of Form _____ Date Exam Expires _____
 Instructor Name _____ Instructor Phone _____
 Instructor Email _____ Instructor Address _____
 Student Name: _____ Campus To Take Exam _____
 Student E-Mail _____ Student Phone _____

- ✚ Before being permitted to sit for the examination, the student must present a recent photo ID such as an NWFSC student ID, driver's license or military ID.
- ✚ No student is allowed to leave the room during the examination. Please monitor the student at all times during the examination.
- ✚ Only the tools indicated below are permitted during the examination.

Examination - Tools Allowed											
Textbook	<input type="checkbox"/>	Scantron	<input type="checkbox"/>	Calculator	<input type="checkbox"/>	Cell Phone	<input type="checkbox"/>	Computer	<input type="checkbox"/>	Computer w/Internet	<input type="checkbox"/>
Pencil/Pen	<input type="checkbox"/>	Dictionary	<input type="checkbox"/>	Notes	<input type="checkbox"/>	Pager	<input type="checkbox"/>	PDA	<input type="checkbox"/>	Other	<input type="checkbox"/>
Special Instructions											

- ✚ Do not permit the student to receive assistance unless otherwise specified.
- ✚ No person is allowed to make or retain copies of any questions, problems, or any material from this examination.
- ✚ If you observe cheating, all exam materials are to be confiscated from the student and returned to the faculty member with notification.
- ✚ Once the student has completed the exam, please collect all examination materials enclose them and this signed form in an envelope and send the completed exam package by first class mail to the instructor at the above address.
- ✚ Proctor and/or facility fees are the responsibility of the student and should be paid directly to the institution.

We appreciate your help!

I have read and I fully understand the above instructions.

Proctor's Name _____ Date _____
 Signature _____ Phone _____
 Institution _____ E-Mail _____