Proctor Approval Form (for students)

Thank you for agreeing to proctor an exam for a student taking an online course at Pamlico Community College. Your role is valuable because you ensure the integrity and validity of the online course. Please complete and submit this form to the instructor listed below if you agree to be the student's proctor.

To qualify as a proctor, you must:

- Not be related to the student by marriage or blood and is not currently a student at Pamlico Community College.
- Have a valid phone number, email address, and have access to a computer with Internet access.
- Have access to a scanner (for returning completed exams).
- Return this form and be approved by the course instructor.

Your responsibility as a proctor is to:

- Verify the identity of the student taking the exam (picture ID required).
- Ensure all test taking instructions, including the use of cell phones are followed during the course of the exam.

Course/Instructor Information: To be approved as a proctor, please complete and sign this form and return via mail or email to the instructor listed below.

Course _____   Student _____

Instructor _____   Email _____

Address: PO Box 185, Grantsboro, NC 28529

_____

Proctor Information:

Proctor's Name: _____

Proctor's Job Title: _____

Proctor's Employer: _____

Proctor's Email Address: _____

Proctor's Phone Number: _____

How do you know the Student? _____

I am not related to the student named above nor am I currently a student at Pamlico Community College. I agree to personally administer the test(s) to the above student, and I will adhere to the guidelines outlined above. I further understand that this is a voluntary, non-paying position unless arrangements are made between the student and me. I will personally mail, email or fax completed paper exam(s) to the designated person immediately after the student has completed the exam(s). In the case of online exams, I will send an email to the instructor to inform them the student has completed the exam.

_____   _____
                      Printed Name   Date

_____
                      Signature