**Southeastern Technical College**

**Proctor Scheduling and Approval Form**

# (A separate form is required for each online course)

Students living more than 75 miles from the Vidalia or Swainsboro campuses may acquire an approved off-campus proctor. It is the students’ responsibility to obtain an acceptable proctor for any proctored examinations required in on-line courses, and the event should take place on the same day(s) the proctored event is originally scheduled. An acceptable proctor would be a teacher, professor, librarian (or full-time library staff member), or administrator in a nearby public secondary school, college, university, library, or testing center, or a commissioned officer whose rank is higher than the student's own (for students in the military only). Proctors cannot be family members, friends, or co-workers. **Any expenses incurred to obtain a proctor will be the responsibility of the student.**

Students must confirm that their proctor and/or the event site have the following:

* a business e-mail address (Exam materials are not sent to proctors who do not have a business e-mail address)
* a quiet, appropriately lit, and furnished location in which to complete the exam or assignment
* an available computer with reliable access to the Internet
* the ability to download files (some exams may require downloaded components)
* a printer with the ability to print PDF documents
* access to a fax machine or scanner (for returning completed documents to STC)

***Section 1 is to be completed by the student. Completed forms must be submitted a minimum of 2 weeks prior to the event.***

Student Name:

Student ID:

Student School E-mail Address:

Student Daytime Phone Number(s):

Course Name & Number & CRN:

Instructor Name:

Instructor Email:

Instructor Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax Number:

Requested Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:

***Section 2 is to be completed by the proctor. Completed forms must be submitted a minimum of 2 weeks prior to the event.***

Proctoring Facility Name:

Facility Mailing Address:

City/State/Zip:

Facility Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number:

Proctor Name:

Proctor Job Title:

Proctor Email Address:

Proctor Daytime Phone Number(s):

Proctor Work Mailing Address:

City/State/Zip:

The proctor should email or fax the completed form to the **online instructor listed in Section 1.** If assistance is needed, contact [Sonya Wilson,](mailto:swilson@southeasterntech.edu) ([swilson@southeasterntech.edu](mailto:swilson@southeasterntech.edu)), 478-289-2298, or [Stephanie Moye](mailto:smoye@southeasterntech.edu), ([smoye@southeasterntech.edu](mailto:smoye@southeasterntech.edu)), 912-538-3161, or [Gina Robison](mailto:grobison@southeasterntech.edu), ([grobison@southeasterntech.edu)](mailto:grobison@southeasterntech.edu)9), 912-538-3122.

□ Proctor Approved □ Proctor Not Approved **STC Instructor Signature**:

Instructors should maintain a copy and send the completed form to [Dusty Pittman-Willhite](mailto:dmpittman@southeasterntech.edu) ([dmpittman@southeasterntech.edu](file:///\\stc-per-vid\personal$\grobison$\GINA\Online%20Learning\Proctoring\Proctoring%20Scheduling%20and%20Approval%20Form\dmpittman@southeasterntech.edu)) as soon as the form is received.