

# Southeastern Technical College

## Proctor Scheduling and Approval Form

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(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 \(swilson@southeasterntech.edu\)](mailto:swilson@southeasterntech.edu), 478-289-2298, or [Stephanie Moye \(smoye@southeasterntech.edu\)](mailto:smoye@southeasterntech.edu), 912-538-3161, or [Gina Robison \(grobison@southeasterntech.edu\)](mailto:grobison@southeasterntech.edu), 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 \(dmpittman@southeasterntech.edu\)](mailto:dmpittman@southeasterntech.edu) as soon as the form is received.