

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, \(swilson@southeasterntech.edu\)](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 as soon as the form is received.