



Distance Education Off-Site Proctor Form – Remote Proctoring Site Proctor Instructions

Thank you for agreeing to proctor an exam for Northwest Florida State College (NWFSC). If you have any question, please contact the instructor below. The NWF Learning Technologies Department may also be able to assist at 850-729-6464.

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|------------------------------|-----------------------------|
| Course ID/Title: | Semester/Year: |
| Exam Date & Start/End Times: | Exam Time Limit in Minutes: |

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|----------------------------|-------------------|
| Instructor Name: | Instructor Phone: |
| Instructor E-mail: | Instructor Dept.: |
| Instructor Campus Address: | |

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| Student Name: | NWF Student ID#: |
| Student E-Mail: | Student Phone: |

- Before being permitted to sit for the examination, the student must present a recent photo ID such as an NWF student ID, driver’s license or military ID.
- No student is allow to leave the room during the examination. Please monitor the student at all times during the examination.
- 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.
- Remote Site Proctor and/or Facility Fees are the responsibility of the student and should be paid directly to the institution.
- Only the tools indicated below are permitted during the examination.

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| Examination – Tools Allowed | |
| <input type="checkbox"/> 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"/> Other: _____ | |
| Special Instructions (esp. for computer-based tests – please give test location and/or password) | |

We appreciate your help!

| | |
|----------------------------------------------------------|---------------------------------------|
| I have read and fully understand the above instructions. | |
| Proctor’s Name: | Proctor’s Phone: |
| Proctor’s Signature: | Proctor’s E-mail: |
| Institution: | Testing Date: |
| Institution Address: | Testing Location at this Institution: |