

Return completed form to: TVCC Testing Center
650 College Blvd
Ontario, OR 97914

testingcenter@tvcc.cc
Phone: (541) 881-5799

A test proctor is the person responsible for administering your exam. All proctor locations or proctors must be approved by the Instructor and Testing Coordinator. A college testing center is the best option. Neighbors, friends, and family members may not proctor the exams. The proctor selection is based on his/her availability, reliability, and impartiality. The exams are sent directly to the test proctor. You must present a valid picture ID to the proctor when you arrive for your pre-arranged appointment to take each exam. Student must provide 48 business hours for the form to be processed.

TO BE COMPLETED BY THE STUDENT

Please type or print CLEARLY

Student Name: _____ Student ID#: _____
Address: _____ City, State, Zip: _____
Home Phone: _____ Email: _____
Course Name(s): _____ Instructor: _____
Course Number(s): _____ College Term Registered in: _____

TO BE COMPLETED BY THE PROPOSED PROCTOR

Please type or print CLEARLY

Print Proctor's Name/Title: _____
Signature: _____ Date: _____
Company Name: _____ Email: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____

Please enclose a business card or business stationary to complete our verification process and mail, e-mail, or fax this request to the contact information listed above.

TO BE COMPLETED BY THE TESTING COORDINATOR

The proctor student proposed above is: ☐ Approved ☐ Not Approved

Coordinator's Signature: _____ Date: _____

www.tvcc.cc · 650 College Boulevard, Ontario, OR 97914 · (541) 881-8822 · (541) 881-2723 (TTY)

Treasure Valley Community College does not discriminate on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, email HR@tvcc.cc or call (541) 881-5838 or TTY (541) 881-2723