# TREASURE VALLEY
## COMMUNITY COLLEGE

# Distance Student Proctor Approval

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: _____