



Student Off-Campus Proctor Request Form

South Sixteenth Avenue & Nob Hill Boulevard

P.O. Box 22520

Yakima, WA 98907-2520

Phone: (509) 574-4827

Fax: (509) 574-4768

Email: jstaley@yvcc.edu

Student Name: (Please Print)		Student ID: (Student 865#)	
Student Email:		Student Phone:	
Student Signature:		What year and quarter:	
Proctor Name: (Please Print)		Relationship to Student:	
Occupation:		Phone:	
Employer:		Fax:	
Proctor Email: <i>please print clearly</i>			

Note to Student: Proctors are appointed with advance approval only. To ensure the integrity of the test taking process, proctors must be a school, public librarians, or test proctors at other educational institutions. Proctors who are related or otherwise associated to the student will not be approved.

Class Item # (ex: 5877)	Class Name and Number (ex: NUTR101)	Class Instructor (ex: Smith)

Test Proctor Agreement

- ✓ I understand that I need to provide an appropriate test environment for the student.
- ✓ I understand that I may be proctoring several tests over the course of the quarter.
- ✓ If the test is hardcopy, test may require printing and/or ability to scan and attach to an email to return the completed exam to the instructor.
- ✓ If the test is online, I agree not to disclose the password information to the student or anyone who is not responsible for proctoring the test.

I agree to be a test proctor for the student listed above, who is enrolled in the course(s) and taught by the instructor(s) listed above.

Proctor please sign: _____ Date: _____

Return completed form to: Jacqueline Staley
eLearning Office of Instruction & Student Services
PO Box 22520
Yakima WA 98907-2520
Fax: (509) 574-4768 or Email: jstaley@yvcc.edu