

ELI Proctor Request

Please allow up to 5 business days for processing of a proctor request. If you have questions, or to check the status of a request, call (703) 323-3347 or 1-888-4DL-NVCC or email elicoursespecialists@nvcc.edu.

The acceptable reasons for requesting a proctor are:

- You are located outside the Northern Virginia/Washington Metropolitan area.
- You have a disability or illness which prevents you from traveling to a campus.
- You are incarcerated.

If none of the above reasons applies to you, you will need to take your exams in an NVCC campus testing center. You are responsible for transportation, childcare, and work schedule adjustments.

Proctor requirements:

- **Must** be a staff member at a college or university testing center, a full-time faculty member, or a professional librarian.
- **Cannot** be a family member, employer, or someone with whom you work.
- **Cannot** be an adjunct faculty member, teaching assistant, athletic coach, or student worker.
- Military students may use an education or test control officer.
- Disabled students should suggest an alternative proctor, preferably an educator, or contact ELI for help in identifying an appropriate proctor.
- Incarcerated students should suggest an educator or counselor.
- ELI **must** be able to verify your proctor's employment and work title within an organization.

Students are responsible for securing their own proctor and paying any fees charged by the proctor. ELI reserves the right to reject requests or proctors for any reason and students will be contacted if a request has been denied. For all approved requests, exams will be emailed or mailed to the proctor and students will receive an email confirmation at their student email.vccs.edu address.

Directions:

STUDENTS: Complete Section 1 on the following page and give the form to your proctor.

PROCTORS: Complete Section 2 and write or type the following statement, signed and dated, on a copy of your organization's letterhead: **"I agree to serve as proctor for (Student's Name). I certify that the information I provided on the Proctor Request Form is correct."**

Keep this page for your reference. Continue to proctor request form on page 2.

ELI Proctor Request Form

SECTION 1: STUDENT AND COURSE INFORMATION

My reason for requesting a proctor is (please check one):

I am located outside the Northern Virginia/Washington Metropolitan area.

I have a disability or illness which prevents me from traveling to a campus.
(Please attach medical documentation.)

I am incarcerated.

Student EMPLID: _____ Student's Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Courses to be proctored: _____

Is this the first time you have requested proctored exams through ELI? Yes No

VCCS Email Address: _____ Telephone: _____

Your signature: _____ Date: _____

SECTION 2: PROCTOR INFORMATION

Proctor's Name: _____ Title: _____

Organization: _____ Work phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Country if not in United States: _____

Organizational Email Address: _____
(Exams will not be sent to personal email addresses such as yahoo and hotmail.)

SEND THIS COMPLETED FORM, THE PROCTOR'S STATEMENT ON LETTERHEAD, AND MEDICAL DOCUMENTATION IF APPROPRIATE TO:

**Extended Learning Institute, 8333 Little River Turnpike, Annandale, Va. 22203,
Attn: Proctor Request**

Requests may also be faxed to 703 323-3392, or scanned and emailed to elicoursespecialists@nvcc.edu