



Thomas Nelson Community College Proctor Request Form

This form must be completed if a student wishes to take a test at a site other than Thomas Nelson Community College. The proctor must be a college testing center staff member, university administrator, faculty member, counselor, or professional librarian. Students in the military may use a military education or test control officer. Proctors may not be relatives, friends, co-workers, or fellow students regardless of their title.

Students are not permitted to leave the testing area until the test has been completed. The proctor is required to sign the Proctor Verification Form that will be mailed with the tests. Please allow 5 days for the request to be processed.

To be completed by the student:

Reason for requesting a proctor: _____

Student Name: _____ Student ID Number: _____
Telephone: _____ Email address: _____ Instructor: _____
Course Name & Section Number: _____ Test/Exam Number: _____
Student Signature: _____ Date: _____

Proctor:

Please, complete and fax this form to Thomas Nelson Distance Learning Center at (757) 825-3604, or scan copy to hamptontesting@tncc.edu.

Proctor Name: _____ Title/Position: _____
College/University/Library/Military Facility: _____
Street Mailing Address: _____ City, State & Zip Code: _____
Office Telephone Number: _____ Email Address: _____

"On _____ this day, I agree to serve as Proctor for _____. I certify that the information provided on the Proctor Request Form is correct."

Please send all materials back to:

Thomas Nelson Community College
Testing Center 254 Wythe Hall
99 Thomas Nelson Drive
Hampton, VA 23666
Telephone: 757-825-3540 or 2795
Fax: 757-825-3604
Email: hamptontesting@tncc.edu