



PROCTOR REQUEST FORM

For Guided Study (GS), Online (OL) or e-Pack® (EP)

Student Information

Name _____ Student ID# _____

Address _____

City, State, Zip _____

Telephone: Day (____) _____ Evening (____) _____ Fax (____) _____

E-Mail Address: _____

Course Information

Term: July 2009 August 2009 Sept. 2009 Oct. 2009 Nov. 2009 Dec. 2009
 Jan. 2010 Feb. 2010 March 2010 April 2010 May 2010 June 2010

Course Title(s) & Course Code(s):

Check here if you are submitting a new address or phone number for a previously approved proctor.

NOTE: *Have your proctor complete Page Two of this form.
It is your responsibility to submit this form to the Office of Test Administration via fax,
mail or e-mail by the deadline.*

Reminders

- **This form must be submitted to the Office of Test Administration by the end of the first week of the term. Keep a copy for your records.**
- Refer to the *Student Handbook for GS Courses* to view all of your options for finding a proctor before you make a selection.
- Proctor information must be submitted for each course in which you are enrolled at the beginning of each new term, even if you are using the same proctor as in previous terms. Otherwise, your exams will not be mailed.
- If you are utilizing a proctor you have used in the previous term, you must still list his/her name, mailing address, *and* phone number on Page Two of this form. The proctor's signature is not required if the proctor was approved for you in previous terms *and* you have listed his/her name, address, and phone number. Providing a name only or the words "same proctor" is not sufficient.
- If you need information on a reasonable accommodation for a verified disability, contact the Office of Students with Disabilities at **(609) 984-1141, ext. 3415 (voice) or (609) 341-3109 (TTY)**.

Proctor forms can be scanned and e-mailed to testing@tesc.edu, faxed to **(609) 777-2957**, or mailed to:

Thomas Edison State College
Office of Test Administration
ATTN: Proctor Request
101 West State Street, Trenton NJ 08608-1176

If you do not receive e-mail verification within five (5) business days, contact testing at testing@tesc.edu

Thomas Edison State College Proctor Request Form, page two

Select a Proctor at a site near your home or work

- For guidelines on finding a proctor near your home or work, refer to www.tesc.edu/5081.php
- Have the potential proctor complete all information below. Make sure your information is completed in the student information section of this form, then mail or fax the form to the Office of Test Administration by the end of the first week of the term.
- Keep a copy for your records. You will be notified by mail when your proctor has been approved.
- Exams will be mailed directly to the proctor about two weeks before the official test week. **All exams must be completed by the last day of the term unless you have applied for and been granted an official course extension.**

Please Print:

Proctor name _____

College/library _____

Title _____

Work address _____

Work telephone _____ Fax _____

E-mail _____ Work E-mail: _____

Brief job description _____

Are you a full-time employee? _____

What is your relationship to the student? _____

Where will you store the test? _____

Where will you administer the test? _____

Can you time the student to verify that the exam is completed in the allowed time frame? _____

Can you monitor the student throughout the examination? _____

List prior proctoring experience (test and dates). _____

Proctor Signature _____ Date _____

I, the undersigned, attest that all proctor information contained on this form is correct and conforms to the guidelines for suitable proctors. I have read the guidelines and agree to abide by all rules and regulations set forth by the College. I understand that any deliberate misstatement of fact may result in my dismissal from Thomas Edison State College and a grade of "F" being assigned for any and all courses—past and present—in which examinations were taken under such misstatement.

Student name (please print) _____

Student Signature _____ Date _____