



Proctor Request Form

Return completed form to: MGCC Testing Center Email: testing@mgcc.edu
1000 College Drive Phone: (540) 863-2864
Clifton Forge, VA 24422

MGCC offers test proctoring for distance learning students. A test proctor is the person responsible for administering your exam. All new proctor locations or proctors that have not been previously approved must be approved by the Testing Coordinator. A college testing center is the best option, if available. Friends and family members may not proctor exams. The proctor selection is based on his/her availability, reliability, and impartiality. The exams/testing information are sent directly to the test proctor. You must present a valid picture ID to the proctor when you are ready to take each exam.

TO BE COMPLETED BY THE STUDENT

Please type or print CLEARLY

Student Name: _____ Student ID #: _____
Address: _____ City, State, Zip: _____
Phone #: _____ Student Email: _____
Course Name(s): _____ Instructor: _____
Course Numbers(s): _____ College Term Registered in: _____

TO BE COMPLETED BY THE PROPOSED PROCTOR

Please type or print CLEARLY

Proctor's Name/Title: _____
Signature: _____ Date: _____
Institution Name: _____ Email: _____
Address: _____ City, State, Zip: _____
Phone #: _____

Please enclose a business card or business stationary to complete our verification process and mail or e-mail this request to the address above. Thank you.

TO BE COMPLETED BY THE TESTING CENTER COORDINATOR

The proctor you proposed above is: Approved Not Approved

Testing Center Coordinator's Signature: _____ Date: _____