

Return completed form to: DSLCC Testing Center  
Attn: Nova Wright  
P. O. Box 1000  
Clifton Forge, VA 24422

Email: [nwright@dslcc.edu](mailto:nwright@dslcc.edu)  
Phone: 540-863-2868  
Fax: 540-863-2916

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 Distance Testing Coordinator. A college testing center is the best option, if available. Neighbors, friends, and family members may not proctor the exams. The proctor selection is based on his/her availability, reliability, and impartiality. The exams 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: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Course Name(s): \_\_\_\_\_ Instructor: \_\_\_\_\_

Course Number(s): \_\_\_\_\_ College Term Registered in: \_\_\_\_\_

**TO BE COMPLETED BY THE PROPOSED PROCTOR**

Please type or print CLEARLY

Print Proctor's Name/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**TO BE COMPLETED BY THE DISTANCE LEARNING COORDINATOR**

The proctor you proposed above is:  Approved  Not Approved

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_